



Pearson  
BTEC



# Higher Nationals

## Request to Import Units for Meeting Local Needs

### Information and Guidance

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# Introduction

Meeting Local Needs (MLN) provides a method for centres to tailor their Higher National programme to address specific needs that are not met by the units included within the qualification. This may be to meet the requirements of a local employer and their needs for an apprenticeship. Or, it may to address local employment needs; where there is a particular need for knowledge or skill that is included in a different qualification. Whatever the reason for considering the import of units for MLN, there is a need to ensure that the programme remains coherent, maintains the standard and reflects the vocational purpose of the qualification.

## ***What units can I import?***

Centres are able to import units from any qualification that is within the same framework and at the same level. This means that you can only import units from an RQF qualification into an RQF qualification. In addition, you can only import Level 4 units into a Higher National Certificate (HNC) or the Level 4 part of a Higher National Diploma (HND). Similarly, you may only import Level 5 units in the Level 5 part of an HND.

You cannot import units from within the same qualification. This should not be necessary, because units within the same qualification are usually available as normal Optional Units that can be included in your programme.

## ***How many units can I import?***

Rules for importing units are based on credit value rather than quantity.

The number of credits that can be imported into a qualification will vary; depending on the number of mandatory units within the qualification. Generally speaking the rules of import are:

	<b>Level 4</b>	<b>Level 5</b>
<b>HNC</b>	(up to) 30	-
<b>HND</b>	(up to ) 30	(up to) 30

Please consult the Programme Specification for your qualification for the detailed information about how many credits may imported. Note that, some qualifications will have different credit import rules for different pathways. Please refer to the relevant Programme Specification for details

## ***When can I submit my MLN request?***

Typically, MLN requests should be submitted prior to 31 January within the academic year in which the units will be assessed. MLN requests received prior to 31 January will be processed without fee. Requests received after 31 January (or related to a previous academic year) will be subject to a £500 processing fee.

### ***Do I have to request MLN units each year?***

If you intend to offer the imported units each year, then you may request that the units are added to your programme *permanently*. If you do not explicitly request this on your submission form, then the units will be added for the requested year only and will **not** be available for certification in the following year.

Please make sure you clearly indicate your wish to have the units added permanent or temporary.

If you are making an MLN request in order to certificate students (which would be a late submission and subject to a processing fee) the units will NOT be added permanently. A temporary programme structure will be created (typically only available for 14-30 days) to allow you to certificate the relevant students. Units requested for this purpose will NOT be available after the expiry of the temporary structure.

### ***How do I submit my MLN request?***

In order to deal with the volume of MLN requests that we receive, parts of the process are automated. This requires that you complete an online form. There are detailed instructions on how to complete this form later in this document.

You may access the form at: <https://bit.ly/3azxtvz>

Submission of this form links to our automated process and will ensure that your request is logged and the relevant member of our team is notified. You will also receive a confirmation that your request has been received and be allocated a reference number; which can be used if there are any queries related to your request.

***We are unable to accept MLN requests via any other system than the online form.***

### ***How is my MLN request considered?***

Once the automated process has logged your request, a member of the Higher Education Qualifications team will be notified that your request is ready for review. They will check that you have provided all the necessary information, check that the request does not violate the rules for credit import and consider the rationale for the request.

Provided that your request meets the requirements and the rationale is accepted, it will be approved. Once this has been done, the request will be forwarded to the relevant team to add the unit(s) to your programme, on a temporary or permanent basis (depending on what you have requested).

If your request is late (submitted after 31 January) an invoice will also be generated and sent to your centre.

# MLN Form – Instructions

Before starting to submit your MLN request, via the online form, you should gather the following information:

- Your **Centre Number** - If you are unsure of your centre number, this can be found via your Edexcel Online account.
- The **Programme Number** for your current qualification - This is typically in the format of 5-6 letters and numbers (e.g. AB4321). Again, this can be found via your Edexcel Online account.
- The **Qualification Code** for the *qualification that you are delivering*. - This is in the format 111/2222/3 (e.g. 603/3416/2). This code can be found in the programme specification published by Pearson.
- The **Unit Title, Unit Code** and **Unit Level** for *each unit in your current programme* - The Unit Code is in the format A/111/2222 (e.g. R/615/1387). These can be found in the programme specification published by Pearson.

In addition, you will need the following information for each unit that you wish to import:

- The **Unit Title, Unit Code** and **Unit Level**.
- The **Qualification** from which you are importing the unit(s)

To complete the application, you will need to provide Rationale that addresses the following:

- You can only add units that offer content that is not available in the current optional units. Please explain why the available optional unit choices do not currently meet the needs of the learners.
- You should show how this change is important for your students. Please explain how the addition of the proposed unit(s) enhance progression including the names of any local employers that may be supporting this request.
- Please explain how you will ensure the overall viability and vocational purpose of the qualification is retained.

All of the above, along with contact information and other data is required for us to be able to process your request.

***For security purposes, the online form does not allow you to save and return to your request. Please ensure you have all the necessary information ready when you begin your submission process.***

# MLN Form

**Higher Nationals MLN Request**

**\* Required**

1. Centre Name \*

2. Centre Number \*

3. Centre Address \*

4. Country \*

5. Contact First Name \*

7. Contact Email \*

8. Contact Phone \*

9. Head of Centre First Name \*

10. Head of Centre Last Name \*

11. Head of Centre Email \*

12. Terms & Conditions \*

*I/we understand that the addition(s) are subject to review and cannot be used in the identified programme(s) until we receive confirmation from Pearson.*

*I/we confirm that it is our centre's responsibility to ensure the rules of combination as stated in the identified programme specification are adhered to.*

*I/we confirm that my centre has the required staff and resources to deliver the optional unit(s) identified.*

*I/we acknowledge that if any of the above are not adhered to, certificates may not be issued and programme approval may be withdrawn.*

The first screen of the online form calls for general information about:

- your centre (name, address, centre number, etc.)
- you (the person submitting the request)
- contact details
- the head of centre (e.g. principle, head of college, etc.)

All the fields with red stars (\*) are mandatory. As you complete the field, the red notes will disappear.

It is critical that you accept the terms as articulated. Unless you have expressly accepted these terms, we will not be able to complete the processing of your request.

# MLN Form - Current Programme

Higher Nationals MLN Request

\* Required

### Current Programme

13. Current Qualification \*

Select your answer

14. Qualification Code \*

This is the Ofqual code for the qualification (typically in the form 200/1234/12)

Enter your answer

15. Programme Code \*

This is the unique code, from Edexcel Online, that relates to your specific programme

Enter your answer

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In order that we can evaluate the request, we need to know about the **Existing Qualification** that you are offering. This includes the list of units that you are currently offering as part of your programme.

When selecting the *Current Qualification*, please make sure you have selected the correct qualification and framework. [e.g. HN Art & Design (RQF)] Because, in some cases we have active qualifications in multiple frameworks.

Please provide the *Qualification Code* (found in the Programme Specification). This ensures that we are looking at the correct information when considering the request.

It is vital that you provide your *Current Programme Code*, found in Edexcel Online, for the programme you are offering. This is required so that we can ensure that imported units are allocated to the correct programme.

# MLN Form – Units in the Current Programme

Higher Nationals MLN Request

\* Required

### Units in the Current Programme (1)

Please add all of the units that you are currently offering within your programme.

16. Unit Title (1) \*

*Please include the Unit Number in the title (e.g. 21-Research Project)*

Enter your answer

17. Unit Code (1) \*

*This is the unique unit code for the unit (e.g. R/615/1390). This information is available in the programme specification.*

Enter your answer

18. Unit Level (1) \*

Level 4

Level 5

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For each you in your Current Programme, you must provide the Unit Title, Unit Code and Unit Level. This information will be input in a number of screens, as above.

It is critical that you provide all of this information, for each unit, so that we can evaluate your request.

After information about 8 units has been input, you will have the option to specify whether you need to add more units. While only the first 8 screens will be required, if your HNC has more than 8 units or you a inputting information about an HND you *must* provide information about the remaining units.



# MLN Form – About your Request

Higher Nationals MLN Request

\* Required

### About your Request

41. This request is for \*

The current academic year

The next academic year

Other

42. Do you require these units to be added to your programme permanently? \*

Units that are not added to your programme permanently will NOT be available after this academic year. Typically, temporary additions to a programme are only for certification purposes.

Yes

No

43. Are you already delivering these units? \*

Yes

No

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The detail of your **Request** will include:

- Whether you are requesting for the current, previous or next academic year
- Whether this is a Temporary or Permanent request
- Whether you are already delivering the units. *You should NOT start delivering units until you have confirmed that the import is approved.*

Please note that MLN Requests that are not indicated as Permanent, will create a ‘temporary programme structure’ that is, typically, only available for 14-30 days. Such temporary structures are usually only to allow certification of students under special circumstances.

If you do not respond ‘yes’ to “Do you require these units to be added to your programme permanently?” the units will NOT be available to you in the next academic session and you will have to make another MLN request.

# MLN Form – Requested Unit

Higher Nationals MLN Request

\* Required

### Requested Unit (1)

Please add all of the units that you are seeking to add to your existing programme

44. Request Unit Title (1) \*

*Please include the Unit Number in the title (e.g. 21-Research Project)*

45. Request Unit Code (1) \*

*This is the unique unit code for the unit (e.g. R/615/1390). This information is available in the programme specification.*

46. Request Unit Level (1) \*

Level 4

Level 5

47. Requested unit from the following qualification (1) \*

48. Add another? (1) \*

Yes

No

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For each unit that you are requesting to import, you must provide:

- The **Title** of the unit, as it appears in the corresponding Programme Specification
- The **Unit Code** (in the format *R/615/1390*)
- The **Unit Level**
- The **Qualification** from which this unit is imported
- If you wish to import more than one unit, select 'Yes' to the '**Add another?**' question. (The system will allow you to request up to four units)

# MLN Form – Rationale for the Request

The screenshot shows a web form titled "Higher Nationals MLN Request". At the top, there is a teal header with the title and a menu icon. Below the header, a red asterisk indicates a required section. The section is titled "Rationale for the Request". It contains three numbered questions, each followed by a text input field:

- 49. You can only add units that offer content that is not available in the current optional units. Please explain why the available optional unit choices do not currently meet the needs of the learners. \*
- 50. You should show how this change is important for your students. Please explain how the addition of the proposed unit(s) enhance progression including the names of any local employers that may be supporting this request. \*
- 51. Please explain how you will ensure the overall viability and vocational purpose of the qualification is retained. \*

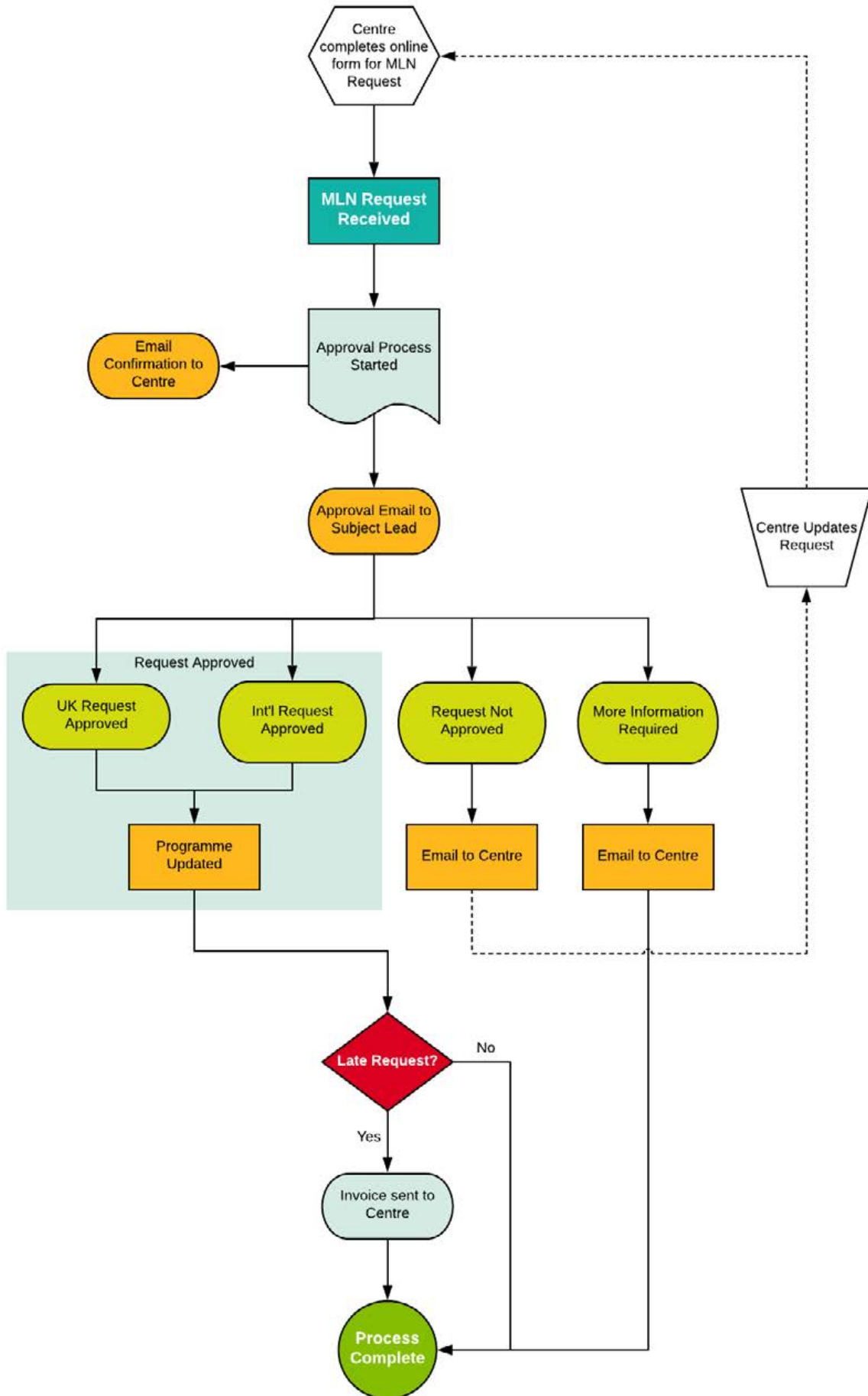
At the bottom of the form, there are three buttons: "Back" (grey), "Submit" (teal), and "Page 24 of 24" (light blue). Below the buttons, there is a small text link: "Never give out your password. Report abuse".

The final section of the form is your **Rationale** to support your request.

The three sections of the rationale require you to give clear statements that support your request to import units. The rationale requires that you explain:

- why the existing range of units in the qualification not meet your needs
- how the requested units will provide a means to meet student and employer requirements
- how the vocational purpose of the qualification is maintained or enhanced by the import of these units

# MLN Process Flow



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