**Application to become a Pearson Centre to offer Higher Nationals under Licence**

**Updated May 2017**

**Introduction**

This application will allow you to apply to become a Pearson Licence centre, please refer to the [Pearson Centre Guide](http://qualifications.pearson.com/content/dam/pdf/BTEC-Higher-Nationals/HEI_Centre_guide%20_2016.pdf) which will inform you more regarding licence centres. If you require further guidance before completing the application please contact the University Principal Examiner at [licensehn@pearson.com](mailto:licensehn@pearson.com).

#### Quick guide to the form:

Section 1 – [Centre details](#30j0zll)

Section 2 – [Financial details](#1fob9te)

Section 3 – [Centre recognition](#3znysh7)

Section 4 – [Pre approval agreement](#4d34og8)

Submission – [Pre submission checklist](#17dp8vu)

#### The approval process

1. Once you have completed the application form please return to: the University Principal Examiner - [licensehn@pearson.com](mailto:licensehn@pearson.com).
2. Applications will then be reviewed by the University Principal Examiner, who will contact you to confirm receipt and conduct an initial review. They will also become the main point of contact for your application.
3. The fee for application for licence centre approval is £500.00. Pearson shall invoice for this sum on receipt of the application.
4. The University Principal Examiner will contact you and may arrange a visit to meet with key members of staff, review evidence and suitability of your / collaborative partners resources.

## Please note:

* We aim to arrange a visit within 20 working days of the University Principal Examiner receiving your application; please bear in mind that key members of university staff must be available at the time of the visit.
* You will be notified of our initial decision within 7 working days of the approval visit.
* If your application remains open for 6 months, or if you are unable to resolve a Pearson request for more information after 2 attempts, your application will be formally closed.
* Pearson retains the right to refuse any approval application without giving reasons as to its decision.

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| Which Higher National qualifications do you intend to offer? | | HNC / HND / both | |
| In which sector (subject area) |  | |  |

**Section 1: Centre Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Centre/Organisation name |  | | | | | |
| Company name |  | | Company or  Charity number | |  | |
| Address line 1 |  | | | | | |
| Address line 2 |  | | | | | |
| Address line 3 |  | | | | | |
| Town |  | | | County | |  |
| Postcode |  | Website address | |  | | |
| Telephone no  (this must be a landline number) |  | | | Fax no | |  |

**Additional sites**

|  |  |
| --- | --- |
| Address |  |
| Address |  |
| Address |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Please confirm the nature of your business | | |  | | | |
| Do any educational inspections/reviews take place? | | |  | | Inspected by |  |
| Date of last inspection |  | Grade/outcome | |  | | |

**Centre Contacts**

Please ensure you identify the below:

**Head of Centre** – Person who has overall accountability for the delivery of Higher Nationals under Licence from Pearson.

**Quality Nominee** – Person who has overall responsibility for quality assurance

**Exams Officer** - Person responsible for student administration

**Applicant** – Person submitting and first point of contact for the application

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| --- | --- | --- | --- |
| **Name** | **Role** | **Email address** | **Contact phone number** |
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| Do you intend to offer the Higher Nationals in other centres/collaborative partner’s premises? | |  | *If yes, please give further details below including the name and address of other centres/collaborative partners),* | | |
| Name of centre and/or organisation |  | | |  |  |
| Please describe how you will secure the Quality Assurance of these centres/collaborative partners offering Higher Nationals under licence? | | | | | |
|  | | | | | |

**Section 2: Financial details** (Please fill this section in if you are a new centre to Pearson)

**Credit Reference Details**

*Registered Company Name & Office Address (if different from Section 1)*

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation/institution name |  | | |
| Address line 1 |  | | |
| Address line 2 |  | | |
| Address line 3 |  | | |
| Town/city |  | Postcode |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Finance contact name |  | Email |  | |
| Telephone no |  | Fax No. | |  |

|  |  |
| --- | --- |
| Amount of credit applied for | £ |

Following a ruling from HM Revenue & Customs, Pearson is required to charge and account for VAT on its sales of qualifications unless it has evidence from its customers that they have “eligible body” status in which case sales to those customers will qualify for exemption from VAT. In accordance with that ruling Pearson requests that organisations applying for Pearson’s licence centre approval confirm their “eligible body” status in order to ensure that VAT is properly charged where appropriate. To help you complete the form the definition of an ‘eligible body’ is provided below and further information is available in the HM Revenue & Customs VAT Notice 701/30. Failure to respond will result in VAT being charged and so we ask for your co-operation to ensure that VAT is not charged unnecessarily.

**Nature of your business**

|  |  |  |
| --- | --- | --- |
| Please confirm that your organisation is a University or other establishment with Taught Degree Awarding Powers. | | ☐ |
| If Degree Awarding Powers were established within the previous 5 years  please give a date when this commenced |  | |

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| --- | --- | --- | --- |
| Registered Office No. |  | VAT Registration No. |  |
| Charity No. |  |

**Section 3: Centre recognition**

You have a continuing obligation to ensure that, at all times during the term of your approval as a centre by Pearson, you meet all Licence Centre Criteria. You must inform Pearson if any of the answers to the questions below change. Failure to do so may result in withdrawal of Licence Centre Recognition.

Please confirm that evidence for each set of Licence Centre Recognition Criteria will be available at the centre approval visit by entering **YES/NO** to each statement.

|  |  |  |
| --- | --- | --- |
| **Centre Management** | | **Y/N** |
| **3a** | There is a dedicated role with appropriate authority and responsibility for the management and delivery of Higher Nationals under licence from Pearson. |  |
| **3b** | Senior management will allocate appropriate time and resources to support qualification delivery/review |  |

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| --- | --- | --- |
| **Policies and Procedures** - there are published Centre devised policies and procedures for: | | **Y/N** |
| **3c** | Internal Verification |  |
| Assessment (also to cover the ongoing qualification/resource review) |  |
| Student recruitment, registration and certification |  |
| Recognition of Prior Learning (RPL) including exemptions |  |
| Special considerations and reasonable adjustments |  |
| Equal opportunities |  |
| Student/staff malpractice and/or maladministration |  |
| Appeals (published and available to all students) |  |
| Complaints |  |
| Risk assessment and Health and Safety (including public liability cover) |  |
| Conflict of interest |  |
| Student support (to include individual development needs and for those with additional needs) |  |
| Centre Contingency and Adverse Effects (to include withdrawal of centre approval status and protection of the Learner Interest in the case of such a withdrawal) |  |
|  | Appointment and monitoring of External Examiners. |  |

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| **Student support** | | **Y/N** |
| **3d** | The centre will provide a student handbook which contains accurate centre and qualification information |  |
| **3e** | There is an appropriate system to enable feedback to students following assessment |  |
| **3f** | Unit/module certification is explained in qualification documentation and guidance is available to students |  |
| **3g** | Students are advised of any technical needs for the mode of study and the support they can expect to receive from the centre |  |
| **3h** | Progression opportunities will be available for students. |  |

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| **Registration** | | **Y/N** |
| **3h** | There are systems in place to ensure the accurate and timely registration of students in accordance with Pearson’s published policies and timelines |  |

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| --- | --- | --- |
| **Student identity** | | **Y/N** |
| **3i** | The centre will verify student identification during registration and throughout the assessment process |  |

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| --- | --- | --- |
| **Centre records & systems** | | **Y/N** |
| **3j** | There are administrative systems in place to ensure the ongoing tracking of student progress, achievement, accumulation and transfer of credits and, where necessary, the recording of exemptions |  |
| **3k** | The centre will securely store accurate, up to date student details and assessment records in compliance with Data Protection acts |  |
| **3l** | There are systems in place to ensure active student portfolios/evidence of assessment are kept secure, confidential and comply with Data Protection acts |  |

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| **Additional information** |  |  |
|  | | |

# Section 4: Pre approval agreement

You have a continuing obligation to ensure that, at all times during the term of your licence to deliver Higher Nationals under licence from Pearson to inform Pearson if any of the answers to the questions below change. Failure to do so may result in withdrawal of Licence Centre Recognition and/or licence qualification approval.

Please confirm that evidence for each of the below is available for inspection should it be required by entering **YES/NO** to each statement.

|  |  |  |
| --- | --- | --- |
| **Centre management systems** | | **Y/N** |
| **4a** | Systems are in place to monitor and evaluate the effectiveness of all qualification delivery and assessment |  |
| **4b** | There are effective communications systems in place to keep all staff up to date with centre/Pearson’s policies and procedures |  |
| **Student support** | | |
| **4c** | The centre will identify and provide the specialist support that some students may need e.g. equipment adaptation/policy review |  |
| **4d** | The centre will recognise students’ previous achievements to enable credit transfers and exemptions where applicable |  |
| **Registration** | | |
| **4e** | The centre is aware of entry restrictions and will ensure students are recruited and registered on appropriate qualifications in accordance with individual qualification specifications |  |
| **Centre records and systems** | | |
| **4f** | The centre will securely hold and transmit details of assessment outcomes to Pearson |  |
| **4g** | Systems are in place to ensure only authorised members of staff have access to Edexcel Online (EOL) and generic email accounts (i.e. admin@) |  |
| **Staff resources** | | |
| **4h** | The centre is committed to review, employ, train and support a sufficient number of appropriately qualified staff to ensure appropriate management, delivery, assessment and quality assurance. |  |
| **Physical resources** | | |
| **4i** | The centre is fully committed to acquire essential and sufficient equipment, facilities and resources as stated within qualification specifications, for the delivery and testing of Pearson’s qualifications (e.g. IT equipment/materials/library); to review regularly, maintain and to replace them as required and to ensure that students have full access |  |

# Authorisation to proceed to be completed by the head of centre

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| --- | --- | --- |
| I understand the responsibilities of a Pearson recognised centre delivering Higher Nationals under licence from Pearson and have reviewed the application, endorse and agree that no material supporting this qualification approval has been plagiarised. I confirm that any material supporting this application that is the intellectual property of another person or organisation is used with the express permission of that person or organisation. | | |
| \*Signature of Head of organisation |  | |
| Print name |  | |
| Position within organisation |  | |
| Date of submission |  |

*\*Your name and email address will be accepted as confirmation of your agreement*

# Pre submission checklist

Before submitting your application to Pearson please ensure the following has been completed and attached

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Y/N** |
| **1** | Mandatory | Section 1: Centre details and contacts (including availability) |  |
| **2** | Mandatory | Section 2: Financial details |  |
| **3** | Mandatory | Section 3: Centre recognition |  |
| **4** | Mandatory | Section 4: Pre approval agreement completed |  |
| **5** | Mandatory | Head of Centre has authorised the submission of the application |  |

Once you have completed the application forms (centre and qualification) please return to: [licensehns@pearson.com](mailto:licensehns@pearson.com)

*Pearson retains the right to refuse any approval application without giving reasons as to its decision.*