

Pearson Higher Nationals in Business

Qualification Guide

First Teaching from September 2016

First certification from 2017



Level

4

Level

5

Introducing your new Pearson BTEC Higher Nationals in Business

BTEC is the world's most successful and best-loved applied learning brand, engaging students in practical, interpersonal and thinking skills for more than thirty years.

Pearson BTECs are work-related qualifications for students taking their first steps into employment, or those already in employment and seeking career development opportunities. Pearson BTECs provide progression into the workplace either directly or via study at university and are also designed to meet employer's needs. Pearson BTEC Higher National qualifications are therefore widely recognised by industry and higher education as the principal vocational qualification at Levels 4 and 5.

The Pearson BTEC Higher National Certificate (HNC) is at level 4 (the same as the first year of a UK honours degree).

The Pearson BTEC Higher National Diploma (HND) is at level 4 and level 5 (the same as the first two years of a UK honours degree).

A word from our subject expert

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It's with great pleasure that I introduce the new BTEC Higher Nationals in Business qualification. Having worked in the FE sector delivering and managing BTEC Higher National programmes for the last 15 years I am delighted to see the refreshing changes that have been made to the qualification to make it 'fit for purpose' and for the 21st Century!

The qualification is aligned to UKHE and new updated content will make it both a stimulating and exciting experience for students and tutors. Centres can deliver with confidence a programme that will prepare and equip their students for the future world of Business.

I am here to provide guidance, advice and support on every aspect of the qualification and its implementation and will welcome your views and feedback.

I will be posting news and updates on the HN Global forums, so please get registered and join the online discussions.

I look forward to working with you!

Isabel Glen
isabel.glen@pearson.com



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Professional courses developed collaboratively with subject experts

With input from industry, employers, professional bodies, tutors, students, and higher education institutions, your new Pearson BTEC Higher Nationals have been designed to better meet the needs of a changing market. The result is a qualification suite designed and developed to meet professional standards, recognised by employers and universities, which develop not only academic skills and abilities, but work-readiness skills.

The objectives of the redevelopment of the BTEC Higher Nationals have been to ensure:

- employer engagement;
- work relatedness;
- opportunities for progression to further higher education;
- alignment with UK higher education expectations; and
- qualifications which are up to date with current professional practice and include professional accreditation where possible.

What's new?

For your new Pearson BTEC Higher National qualifications, we are building on what you've told us you value most:

- **Essential subject knowledge** needed by students to progress successfully into further study or to the world of work;
- **A simplified structure** to allow students to undertake a substantial core of learning at level 4 and to build on this at level 5, with optional units linked to their specialist area of study;
- **Six specialist pathways** at level 5, so there is something to suit each student's preference of study and future progression plans;
- **Refreshed content** that is closely aligned with professional bodies', employers' and higher education needs for a skilled future workforce;
- **Assessments that consider cognitive skills** (what students know) along with affective and psychomotor skills (what they can do and how they behave);
- **An assessment strategy** that supports progression to Level 6 studies and also allows centres to offer assessment relevant to the local economy, reflecting the strengths of different learning styles;
- **Learning outcomes** mapped to professional body standards where appropriate; and
- **Quality assurance measures** that serve to ensure that all stakeholders (e.g. professional bodies, universities, businesses, centres and students) can feel confident in the integrity and value of the qualification.

Flexible choice of subject areas and progression opportunities

The new HNC and HND qualifications in Business offer a choice of a general Business strand at level 4 and six specialist pathways at level 5, with a range of general and specialist units, core and optional:

- Accounting and Finance
- Business Management
- Entrepreneurship and Small Business Management
- Human Resource Management
- Marketing
- Operations Management

Each unit has a clear purpose: to cater for the increasing need for high quality professional and technical education pathways at levels 4 and 5, providing students with a clear line of sight to employment or progression to a degree at level 6.

Each pathway consists of a total of 120 credits at level 5, delivered via core, specialist and optional units. All the pathways have specialist units which have been aligned to the relevant Professional Body standards, if applicable.

All pathways permit a degree of optionality.

Level 4 Higher National Certificate in Business
1 Business and the Business Environment
2 Marketing Essentials
3 Human Resource Management
4 Management and Operations
5 Management Accounting
6 Managing a successful Business Project (Pearson Set)
7 Business Law
8 Innovation and Commercialisation
9 Entrepreneurship and Small Business Management
10 Financial Accounting

HND Level 5 Human Resource Management pathway
*11 Research Project (Pearson Set)
12 Organisational Behaviour
19 Resource and Talent Planning
20 Employee Relations
21 Strategic Human Resource Management
Plus on Optional level 5 unit (see below)
Plus on Optional level 5 unit (see below)

Core Units
Optional Units
Specialist Units

Level 5 National Diploma in Business
*11 Research Project (Pearson Set)
12 Organisational Behaviour
Plus one Optional unit from any optional group (see below)
Plus one Optional unit from any optional group (see below)
Plus one Optional unit from any optional group (see below)
Plus one Optional unit from any optional group or specialist pathway (see below)

HND Level 5 Marketing pathway
*11 Research Project (Pearson Set)
12 Organisational Behaviour
22 Product & Service Development
23 Integrated Marketing Communications
24 Digital Marketing
Plus on Optional level 5 unit (see below)
Plus on Optional level 5 unit (see below)

Level 5 Accounting & Finance pathway
*11 Research Project (Pearson Set)
12 Organisational Behaviour
13 Financial Reporting
14 Advanced Management Accounting
15 Financial Management
Plus on Optional level 5 unit (see below)
Plus on Optional level 5 unit (see below)

HND Level 5 Operations Management pathway
*11 Research Project (Pearson Set)
12 Organisational Behaviour
*25 Principals of Operations Management (30 credits)
26 Supply Chain Management
Plus on Optional level 5 unit (see below)
Plus on Optional level 5 unit (see below)

HND Level 5 Business (Management) pathway
*11 Research Project (Pearson Set)
12 Organisational Behaviour
16 Operations & Project Management
17 Understanding & Leading Change
18 Global Business Environment
Plus on Optional level 5 unit (see below)
Plus on Optional level 5 unit (see below)

HND Level 5 Entrepreneurship and Small Business Management
*11 Research Project (Pearson Set)
12 Organisational Behaviour
27 Identifying Entrepreneurial Opportunities
28 Launching a New Venture
29 Managing and Running a Small Business
Plus on Optional level 5 unit (see below)
Plus on Optional level 5 unit (see below)

Optional Unit Bank
Optional Level 5 Units: Please note that centres can choose any of the 5 optional units from the units listed in the optional unit bank. The units have been grouped according to business specialism for ease of recognition. It is strongly advised to choose one unit from each optional group to deliver a comprehensive general Business qualification.
Group A: Accounting and Finance: 30 Taxation 31 Statistics for Management
Group B: Business and Operations Management 32 Business Strategy 33 Business IT Systems 34 Business Systems
Group C: Human Resource Management 35 Developing Individuals, Teams and Organisations 36 Human Resources – Value and Contribution to Organisational Success
Group D: Marketing 37 Consumer Behaviour and Insight 38 Customer Value Management 39 Sales Management 40 International Marketing 41 Brand Management
Group E: Entrepreneurship and Small Business Management 42 Planning for Growth 43 Tapping into New and International Markets 44 Pitching and Negotiating Skills

* All units are valued at 15 credits and 150 TQT, except these which are 30 credits and 300 TQT.

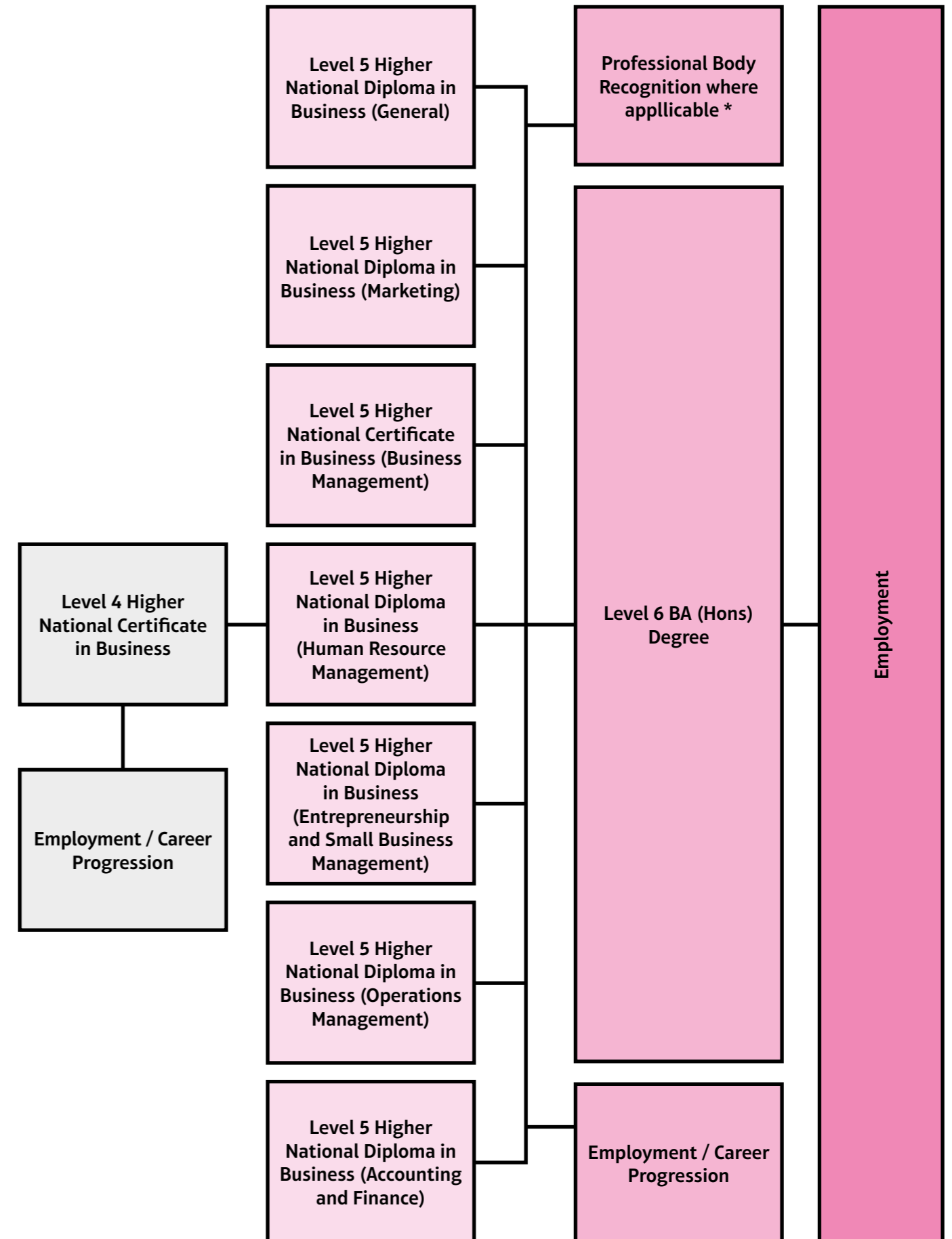
Progression opportunities:

The purpose of Pearson BTEC Higher Nationals in Business is to develop students as professional, self-reflecting individuals, able to meet the demands of employers in the business sector and adapt to a constantly changing world. The qualifications aim to widen access to higher education and enhance the career prospects of those who undertake them.

On successful completion of the Level 5 Higher National Diploma, students can develop their careers in the business sector through:

- Entering employment;
- Continuing existing employment;
- Linking with the appropriate Professional Body;
- Committing to Continuing Professional Development (CPD); or
- Progressing to university.

The new qualifications also currently have professional body accreditation from the Association of Chartered Certified Accountants (ACCA), the Chartered Institute of Procurement and Supply (CIPS) and the Chartered Institute of Management Accountants (CIMA), with pending accreditation from the Chartered Institute of Marketing (CIM) and the Chartered Institute of Professional Development (CIPD).



Assessment Strategy

Pearson BTECs combine a student-centred approach with a flexible, unit-based structure. Students are required to apply their knowledge to a variety of assignments and activities, with a focus on the holistic development of practical, interpersonal and higher level thinking skills. Assessment reflects not only what the student knows, but also what they can do, in employment.

Pearson BTEC Higher Nationals have always allowed for a variety of forms of assessment evidence to be used, provided they are suited to the type of learning outcomes being assessed. For many units, the practical demonstration of skills is necessary and, for others, students will need to carry out their own research and analysis, working independently or as part of a team.

Resources

We are providing support to ensure that tutors and students have the best possible experience during their course. We have worked with students and tutors worldwide to create an effective and interactive community for our qualifications, called *HN Global*, an exciting new online platform created by Pearson to engage with Higher National students and tutors around the world.

Created in parallel with the development of the new BTEC Higher National qualifications, HN Global houses a great number of resources for students to get the most out of their BTEC Higher National experience.

Pearson also offer Study Skills units to all learners – an online toolkit accessed on *HN Global* that supports the delivery, assessment and quality assurance of BTECs in centres.

www.highernationals.com



Centre approval?

Providers wishing to deliver the new Pearson BTEC Higher National qualifications (Pearson BTEC Higher National Business – first teaching September 2016) will be subject to a new qualification approval process, more aligned with that used in UK Higher Education. Email hnqa@pearson.com for more information about the process.

FAQs

1. If a provider is already delivering the existing Higher National in Business qualifications do they still need to obtain approval for delivering the new qualification?

Yes, existing providers would still be required to gain approval for delivering the new Higher National qualification but the process will be simplified for centres that meet the auto approval criteria. Approval will then be provisionally granted subject to the return of a signed declaration and payment of the approval fee. For more information, contact hnqa@pearson.com

2. How long will the approval process take?

This will depend on whether the provider is eligible for auto approval. Once an existing provider has been notified of eligibility for auto approval, the approval will remain provisional until the provider returns the signed declaration. If an existing provider is ineligible and requires a desk based review, the review cannot begin until the provider confirms its intention to proceed and the approval fee is paid. New providers will go through the standard provider approval process which currently takes about 20 working days.

3. When will the Pearson set Sample Assessments be released?

The Pearson set SAMs are available on HN Global to download. The set theme and further guidance will be released in June 2016.

4. Will the existing unit materials and reading lists on HN Global transfer across to the new qualification?

Yes, if these resources are appropriate and relevant to the new units.

5. Why are specialist units not optional for all pathways at Level 5?

Specialist units only apply to the specialist pathway to ensure that these pathways offer streamlined provision that make pathways robust, map to professional standards and qualifications and ensure that specialist strands support student entry to University at Level 6. The optional bank at Level 5 offers a range of additional units that complement the specialist pathways and provide sufficient choice from which to build a comprehensive general pathway or specialist pathway.

6. If Pearson are providing Sample Assessment Materials do providers still have to devise their own assignments and complete internal verification of assignments?

Yes they do. SAMs are for guidance and support only and can be customised and amended according to localised needs and requirements. All assignments must still be moderated as per the internal verification process.

7. How will providers know what the accreditation requirements are for Professional Bodies and what students would need to do to claim accreditation.

In the programme specification, providers will find the Professional Body exemptions in the appendices. There will also be further details and guidance for providers available on the Pearson qualifications website on how students can claim their exemptions.

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