



Licensed Higher Nationals: Centre Guide

Table of Contents

Summary of version 1.7 changes	4
Introduction	5
What are BTEC Higher Nationals?	5
What is the Pearson Licence Agreement?	6
<hr/>	
Pearson Intellectual Property Licence	6
Pearson Trademark Licence	7
Becoming a Pearson Licensed Higher National Partner	8
Collaborative Arrangements	9
Developing Your Own Higher National Qualifications	10
Licensed Higher Technical Qualifications	11
<hr/>	
Developing Your Own HTQ Under Licence	11
Licensed Higher Nationals for International Universities	13
Programme Approval Under the Licence Agreement	14
<hr/>	
Approval Process and Timelines	14
Learner Registrations and Completions	16
Grading, Awarding and Certification	17
<hr/>	
Grading	17
Awarding and Certification	17

Quality Assurance	18
Annual Returns	19
Marketing and Promotion of Higher Nationals Under Licence	19
Named Contact	20
Support	20
Service Operations	20
Appendices	21
<hr/>	
Appendix 1- Summary of the Licensed HEI Customer Journey	21
Appendix 2- Academic Regulations –Higher National Qualifications Under Licence	25

Summary of version 1.7 changes

Summary of changes made between previous issue (V1.6) and this current issue (V1.7)	Page number
Addition to page 11 Universities who want to use the BTEC (RQF) qualifications content will be asked to sign a Pearson Intellectual Property (IP) Licence Agreement protecting the use of Pearson’s intellectual property in the awards and which specifies that the content cannot be used for any other purpose. The content is defined as: Title of the Award (excluding the use of ‘ BTEC ’ and ‘ Pearson ’), Unit Title and Content , Learning Outcomes , Assessment Criteria and Rules of Combination .	11
Quality Assurance cycle updated in line with rebrand and for clarity	19
Appendices 1 and 2 updated in line with rebrand and for clarity	21

Introduction

This guide supports the Pearson Higher National Licence Agreement for Universities offering Higher National qualifications under both Intellectual Property Licence (IP) and Trademark Licence (TM) from Pearson.

It provides practical support and information for Higher Education Institutions (HEIs) operating under the IP or TM Licences, including guidance on becoming a Licensed Higher National Centre, and ongoing administration and communication requirements.

An HEI is defined as an institution with **Taught Degree Awarding Powers**, established with the primary aim of providing higher education.

What are BTEC Higher Nationals?

Pearson BTEC Higher Nationals are higher-level qualifications designed to support progression into employment or into completing a degree. Learners taking a BTEC Higher National can expect to complete a thorough and engaging programme of study, which will equip them with the higher-level skills and competencies in their chosen discipline.

This reflects the requirements of professional organisations and, where appropriate, meets the requirements for National Occupational Standards (NOS) for each sector or industry.

Pearson BTEC Higher Nationals are available as Higher National Certificates (HNCs) at level 4 and Higher National Diplomas (HNDs) at level 5. They are internationally recognised qualifications with the potential for career progression and professional membership, and professional development for those already in employment. They may also be used as a component of Higher Apprenticeships with progression to Degree Apprenticeships, as well as other higher education courses.

The HNC is equivalent to the first year of a full-time undergraduate degree and the HND to the first and second year of a full-time undergraduate degree. On successful completion of level 5, learners can progress to level 6 and achieve a degree.

What is the Pearson Licence Agreement?

[Pearson Education Ltd](#) is the owner, developer, and administrator of Higher National qualifications in England, Wales, and Ireland. The Pearson Licence enables HEIs to offer Higher Nationals as their own programmes, either by using Pearson content or designing their own. There are two types of licence agreements available and in both cases the university partners remain responsible for designing, validating, delivering, assessing, awarding and certificating approved Higher National programmes

Pearson Intellectual Property Licence

The [Intellectual Property \(IP\) Licence Agreement](#) is an attractive option available to the universities who may wish to deliver and award fully approved and regulated Higher National Certificates and Diplomas, and Higher Technical qualifications (HTQs). It is standard for universities to deliver Higher Nationals under both IP and TM agreements.

Universities who want to use the BTEC (RQF) qualifications content will be asked to sign a Pearson Intellectual Property (IP) Licence Agreement protecting the use of Pearson's intellectual property in the awards and which specifies that the content cannot be used for any other purpose.

The content is defined as:

- **Title of the Award** (excluding the use of 'BTEC' and 'Pearson'),
- **Unit Title and Content**
- **Learning Outcomes**
- **Assessment Criteria and**
- **Rules of Combination.**

Note: Universities will need to sign both Trademark and IP Licence even if they are taking the IP route only. The Trademark Licence allows universities to use our trademark "Higher Nationals" in the qualification titles and associated marketing materials.

Pearson Trademark Licence

The [Pearson Trademark Licence](#) enables HEIs to design their own content, including validateing, delivering, assessing, awarding and certificating this programme as their own Higher National using the Pearson trademark 'Higher Nationals'. Universities who wish to develop their own Higher Nationals will be asked to sign a Pearson Trademark (TM) Licence Agreement.

To ensure that Higher National learners continue to benefit from the same progression opportunities from Higher National programmes delivered under the Pearson Trademark Licence, HEIs must ensure that core content of their programme is aligned to the existing BTEC Higher National qualification.

Note: The approved partners remain responsible for quality assurance and awarding of the qualifications delivered under both types of Licence agreements.

The Pearson Licence agreements are valid for five years. It will be sent to you on successful approval of your application.

- Two copies of the Licence agreements are to be signed by your Vice Chancellor/Head of the HEI and returned to the Licensed HN team at LicenseHN@pearson.com accompanied by the required supporting evidence.
- Once the application has been approved, countersigned copy/copies of the Licence agreement/s will be returned to you.
- If you wish to discuss this further, please contact LicenseHN@pearson.com.

Please note: If you wish to offer Pearson BTEC Higher Nationals (Ofqual regulated), where Pearson is responsible for the QA, you must seek centre and programme approval from Pearson. Please complete the [Centre Approval Form](#) and the Approvals Team will get back to you.

Becoming a Pearson Licensed Higher National Partner

If you would like to become a Pearson Licensed Centre, please contact LicenseHN@pearson.com expressing your interest. You will then need to complete an application form and follow the customer journey ([Appendix 1](#)) processes. A copy of the Centre and Programme approval application forms can be found on the [Licensed HN webpage](#).

To become a Licensed HN partner, you must apply for centre approval. The centre approval application must be accompanied by the required supporting evidence:

- confirmation of HEI status (DAP)
- evidence of understanding, experience of development and delivery of BTEC higher level programmes as well as plans for the future growth of the portfolio
- named senior manager with responsibility for Academic Quality & Standards and specifically HNs under trademark licence
- published Quality Assurance documentation (e.g., Academic Quality & Standards Policies) and evidence of satisfactory external quality assurance records related to the programmes within the same subject area, for which you are seeking approval
- financial information

If any further evidence or clarification is required, you will be sent a request for further information.

Once the application has been approved, the Licence Agreement will be sent to you to be signed by your Vice Chancellor/Head of the HEI and returned to our Licensed Higher National team at LicenseHN@pearson.com. A countersigned copy of the HEI Trademark Licence Agreement will be returned to you.

Important note: Qualifications offered under the Licence Agreement are awarded and certificated by the HEI and *not* Pearson. HEIs must therefore adhere to the [UK Quality Code for Higher Education](#) when awarding these qualifications.

The Higher Nationals awarded by an HEI under the Pearson Licence agreements are **not** regulated by Ofqual.

Collaborative Arrangements

These arrangements apply to both IP and TM Licences. Clear instructions for the approval of all collaborative arrangements are contained in the Licence Agreement clauses 2.1, 2.2 and 6. Licensed partners must provide evidence of validating the collaborative partner to be added to the Licence Agreement and continue to provide the schedules and outcomes for the collaborative partner annually.

It is important to note that the collaborative partner under the Licence Agreement of the HEI is not approved to deliver Licensed Higher Nationals in their own right. Therefore, all changes, issues and notifications regarding the approved collaborative partner must be communicated to Pearson via the HEI. HEIs are also responsible for all the key elements of the [Pearson Quality Assurance cycle](#) for their collaborative partners.

Developing Your Own Higher National Qualifications

The Pearson Trademark Licence Agreement authorises your institution to develop its own Higher Nationals tailored to meet local needs. It is the responsibility of your institution to set up your own validation panels to do this and to ensure that progression routes are available, and learners are aware of them.

Important considerations when developing your own Higher National qualifications under this licence agreement:

- HEIs can use the trademark 'Higher National' but **not** the brand 'BTEC' or 'Pearson' within the title of the qualifications.
- Where a Pearson BTEC Higher National qualification already exists with a closely related title and/or content, the centre-devised programme under Trademark Licence must cover the same [core content](#) as in the equivalent existing BTEC Higher National qualification. The aim of this design principle is to preserve recognition from employers and professional bodies and allow seamless progression to higher levels.
- When developing programmes, mapping [core and specialist](#) units is essential to ensure alignment with [occupational](#) and [professional standards](#). This is mandatory for programme approvals, particularly for HTQs and apprenticeships, where all units are generally core.
- A [mapping guide](#) can be found on the [Licensed HN webpage](#).
- Universities must also identify learner progression opportunities at the point of validation of the awards.

There is no requirement for centre-devised Higher Nationals to mirror the current Pearson title exactly beyond the core content as above.

However, many HEIs consider it good practice to align to nationally recognised qualifications to enable learners who complete a licensed HNC to progress to an HND at another institution, if required at a later date. All Higher Nationals under Trademark Licence which are centre devised must follow the Pearson Higher National Academic Regulations ([Appendix 2](#)).

If you intend to develop your own Higher Technical Qualifications (HTQs), please refer to the section on [Licensed HTQs](#) below.

Licensed Higher Technical Qualifications

[Higher Technical Qualifications \(HTQs\)](#) are technical qualifications offered at higher education level in **England only**. The approvals process is led by the [Skills England](#) (formerly the Institute for Apprenticeships & Technical Education (IfATE)), with employer review a central feature of this process. Our Higher Nationals (HNs) already approved as HTQs are available exclusively under our **Intellectual Property (IP) Licence**.

The benefits of using our approved HTQs under an IP Licence are:

- Skills England approval has already been granted.
- There is no need for your institution to make a submission to Skills England.
- All content¹ has been fully developed and is ready for use which must be delivered and assessed in its entirety.
- The qualifications have industry/employer support.
- The approved HTQs can be validated, delivered, quality assured and awarded in the same way as your own qualifications (subject to the content and unit/module titles not being amended in any way).

Approved HEI partners must ensure that Skills England (IfATE) Quality Mark guidelines under the [HTQ Terms and Conditions](#) and [HTQ Branding Guidelines](#) are applied when promoting, delivering and assessing the HTQs under licence.

Developing Your Own HTQ Under Licence

Universities may choose to develop their own HTQs. This can potentially be done under the existing Trademark Licence Agreement only.

If you would like to develop your own HTQ(s) for submission to Skills England using the Higher Nationals Trademark licence, it is important that you **contact us as early as possible** in the process to obtain advanced consent. Not obtaining advanced consent may delay the approval process both with Pearson and Skills England.

¹ The content is defined as: **Title of the Award** (excluding the use of 'BTEC' and 'Pearson'), **Unit Title and Content, Learning Outcomes, Assessment Criteria and Rules of Combination**.

We will discuss with you the key pieces of information and guiding principles that need to be followed for Pearson to approve use of the licence for this purpose, including the principles relating to titling HTQs.

You can find further information on different scenarios in our [HTQ consent grid](#) and our dedicated [FAQs for delivering Licensed HTQs](#).

Universities who want to use the BTEC (RQF) qualifications content will be asked to sign a Pearson Intellectual Property (IP) Licence Agreement protecting the use of Pearson's intellectual property in the awards and which specifies that the content cannot be used for any other purpose.

The content is defined as: **Title of the Award** (excluding the use of 'BTEC' and 'Pearson'), **Unit Title and Content, Learning Outcomes, Assessment Criteria** and **Rules of Combination**.

The approval process for Licensed HTQ remains the same as any other Higher National under the Licence Agreement.

Licensed Higher Nationals for International Universities

International universities² with degree-awarding powers may be permitted to offer Licensed Higher Nationals solely under the IP Licence Agreement. Each international university is evaluated on a case-by-case basis, aligned with our strategic considerations. In some cases, even if a university has degree-awarding powers, approval may not be granted.

International universities can also take advantage of all the benefits of offering Higher Nationals, and also follow the same customer journey as identified in [Appendix 1](#). However, the approval process is slightly different to UK universities.

International universities, although not regulated by the UK quality Code for Higher Education, still need to comply with the academic regulations as identified in [Appendix 2](#) under the IP Licence Agreement. The approval for international universities also requires additional evidence and the team will work closely to support the Universities.

If you are interested in finding out more, such as eligibility criteria and how to deliver Higher Nationals under licence, please contact the Licensed Higher Nationals team at LicenseHN@pearson.com.

² Please note certain conditions apply for the approval of international universities

Programme Approval Under the Licence Agreement

As an Awarding Organisation in its own right, you are responsible for the validation of the programmes that need to be approved under the Licence Agreement.

However, as part of both the IP and TM Licence Agreement, and to comply with the UK Quality Code for Higher Education, you are required to comply with the Academic Regulations as stipulated in Appendix 2 and meet all the requirements of the agreements, including providing the evidence of quality assurance annually for:

- All newly validated qualifications
- Revisions to existing qualifications
- Programme specifications for any new or revised qualifications (to include the highlighted changes from the previous specification)
- Re-validation of any qualifications
- Details of any new collaborative partners or any partners that need to be approved or discontinued.

Approval Process and Timelines

Programme approvals, amendments, adding a new licence and discontinuations: all require due diligence, which takes some time. For programme approvals, please allow at least **8 weeks** prior to commencing delivery to ensure you have the full approval.

Essential Factors to address when seeking approvals , amendments and discontinuations

- Please also ensure that the collaborative partner is approved to offer the programme for which you are seeking approval. If not, you will need to apply for the collaborative partner approval alongside the programme approval.
- If each collaborative partner offers a different programme, separate course approval is required, and unique course codes will be created. For example, we add the partner's name in brackets to the qualification title, such as HNC Mechanical Engineering (World College). This ensures learners are registered for the correct course at the appropriate subsite.

- As part of our review cycle, we do revalidate our RQF HNC and HND courses and units, and in line with our new HN/HTQ developments, we do sometimes withdraw old courses and create completely new ones to align with current industry standards and practices.
- Qualifications approved under both types of licence are subject to the Pearson BTEC Higher National expiry date.
- It is the responsibility of the HEI partner to regularly check our website for the registration end date for the BTEC Higher National being offered and the change in content.
- You, as an approved partner, must make sure that you align your programmes with our updated courses and its content. Programmes under **IP licence** must be updated for their the content, and programmes under **TM licence** for their mapping (if relevant) to ensure they are aligned to the current RQF qualification offered under Licence. This is applicable to all courses under Licence, especially for HTQ courses under the Skills England (IfATE) T&Cs

We aim to approve the programme as soon as possible once we have received all the information and required evidence; once the programme is approved, it may take another **10 working days** for it to appear on Edexcel Online (EOL³). We will send a maximum of **3** requests for information (RFIs) and additional evidence.

If there are any learners waiting to be registered for the new programme, please do inform us and we will do our best to expedite the process where possible, and only when all the information and evidence has been submitted.

Pearson will review the new or revised programme specification(s) and, if appropriate, issue a programme code for the qualification(s). Please note that unless informed otherwise, our systems will record the approval period as **five years**, by default. If you wish a qualification to be validated for a period longer than five years, you must follow the procedure below.

Requests to seek Pearson approval for new qualifications, or, to extend existing ones must be submitted by completing the change of detail form which can be found on the [Licensed HN webpage](#). Please send the above information to our Licensed HN team at: LicenseHN@pearson.com.

³ Edexcel Online (EOL) is our self-service portal for making learner registrations and marking outcomes.

Learner Registrations and Completions

Edexcel Online (EOL) is our self-service portal for making learner registrations and marking awarding outcomes. Providing administrators with support at every stage of the qualification cycle, from approval to registration and entry, reporting of achievement and outcomes and invoicing.

At the start of each academic year, you must register learners with us before **15th November** via Edexcel Online (EOL). If your university operates recruitment throughout the academic year, then learners must be registered with us within 4 weeks of enrolling.

Late fees⁴ are applicable for any registrations after this date. Please see the fees document on our webpage for further information.

Registration information must include:

- Qualification details
- Learner details including ULN
- Learners must be registered under relevant subsite for collaborative partners and not just main site.

An EOL registration guide has been updated and can be accessed via our [dedicated portal](#) for Licensed HN partners.

Learner achievements; completion, partial achievement, (defined by credits achieved) and withdrawal data must also be entered into the relevant field in the learner record on Edexcel Online (EOL). An EOL guide for Marking Learner Outcomes has been created and can be accessed via our [dedicated portal](#) for Licensed HN partners.

To use Edexcel Online, a user will need their own account, with the correct profile options/permissions suitable for their role. Once you have been given access to the Edexcel online account, you must nominate three roles at least, Head of the centre, Quality nominee and Exam's office/Centre administrator.

Fees

Once learner registration numbers are confirmed, we will invoice you for the **registration fees** and the payment is to be made within **30 days**. An **annual admin fee** is also applies to all partners starting the year after approval, covering changes, programme approvals, and discontinuations.

⁴For further information on late fees, please refer to the [Fees booklet](#)

Grading, Awarding and Certification

Grading

Individual Higher National units are graded at either Pass, Merit or Distinction. Where a licensed HEI uses percentages or literal grading, they should map their unit grading system to Pass, Merit or Distinction. Typically, this would be 40% to 59% = Pass; 60% to 69% = Merit; and 70% or above = Distinction.

Higher National awards also have an overall grade i.e., HNC or HND with Pass; HNC or HND with Merit, HNC or HND with Distinction. The procedure used by Pearson licensed HE institutions in determining the overall qualification grade should be in line with that used for other awards made by the HE Institution.

Awarding and Certification

Partners are responsible for recruiting External Examiners and awarding to quality assure programmes before certification. You must produce and distribute certificates to successful learners at the end of the programme.

Certificates should note that learners have followed a Higher National qualification awarded by your institution under Licence.

The certificates must state the following:

- Higher National (Certificate / Diploma) in (Subject) awarded by (University Name) under the Pearson Trademark/ IP Licence Agreement.
- Higher National is a registered trademark of Pearson Education Ltd.
- Pearson logos should not be used.

Quality Assurance

Whether an HEI has approval for TM, IP or both agreements, QA of all programmes under licence remains with the sole responsibility of the partner institution, including, but not limited to the recruiting, training, and remunerating External Examiners to undertake external quality assurance. However, throughout the academic year, Pearson do require actions of the HEI as part of our own QA process, as can be seen in the graphic below:

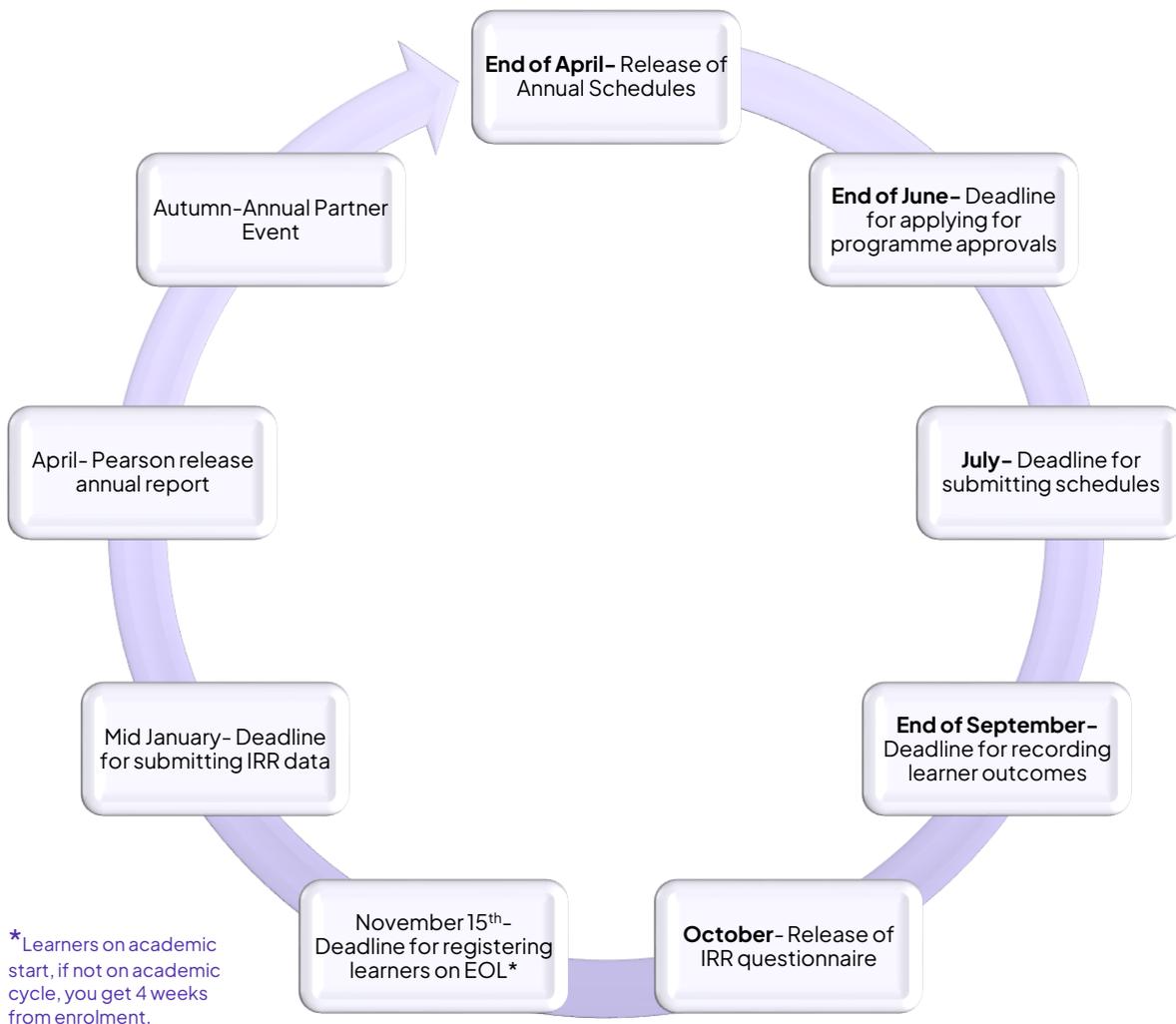


Image 1: Licensed Higher Nationals Annual Cycle⁵.

⁵ Image 1- Exact dates will be shared via annual report, newsletter, and direct communication.

Annual Returns

As part of **clause 3.2, 4.4/4.5 of the Licence Agreement, institutions must submit the annual schedules and IRR.**

Schedules: The schedules must include indicative numbers of learners to be registered in the next academic year, running from September to August. It is also a useful way to review your programmes you are likely to offer and any that you may wish to discontinue and take the required actions. The schedules are released in April each year to be submitted by end of July in the same year.

Institutional Review Report (IRR): You must complete the IRR questionnaire annually and in a timely manner, summarising the previous academic year's quality assurance activity, findings, and subsequent actions, plus any relevant qualification or procedural updates. IRR questionnaires are received and monitored by the Licensed Higher Nationals team and the information is collated and published in the form of an Annual Report, which is shared with all partners. The IRR questionnaire is released in October each year and must be submitted to us by mid-January (following year). Please send your IRR to LicenseHN@pearson.com.

Marketing and Promotion of Higher Nationals Under Licence

All programme information on your website and any other promotional materials must:

- only be included once approved by Pearson
- clearly state that it is 'subject to approval' if being promoted (with permission) prior to approval
- clearly state 'Higher Nationals' in the titles of the programme and any other additional information
- clearly say that the Higher National is awarded by your university, and not by Pearson
- **not** include 'Pearson or 'BTEC' in the titles
- promote Higher Nationals programmes as ladder of learning and not as exit awards

Named Contact

You must ensure that the contact details for the person responsible for Academic Quality & Standards relating to your licensed qualifications is up to date. This person will be our named contact for all correspondence relating to your Licensed qualifications. This same named contact should ideally also be the Quality Nominee named on Edexcel Online.

New contact details should be updated via the Change of Details form and sent to LicenseHN@pearson.com.

Support

If you require support or guidance at any time during the year, we have a team who will be ready to assist you. For information about programme **approval please contact LicenseHN@pearson.com and for registration of learners please [contact our Customer Service Qualification team](#).**

The Licensed HN Partnerships Manager is available to offer support and guidance to all licensed HEIs and to those seeking to become an approved partner. Regular catchups can be planned or organised on an adhoc basis to meet with primary contact or other teams within your institution. Please contact LicenseHN@pearson.com.

In addition to regular virtual catchups, in-person visits are also part of our QA process and will be arranged mutually at the discretion of the Licensed HN Partnerships Manager.

[Licensed HN administration](#)- this is a dedicated portal with knowledge articles on managing Edexcel online and any Finance queries you may have.

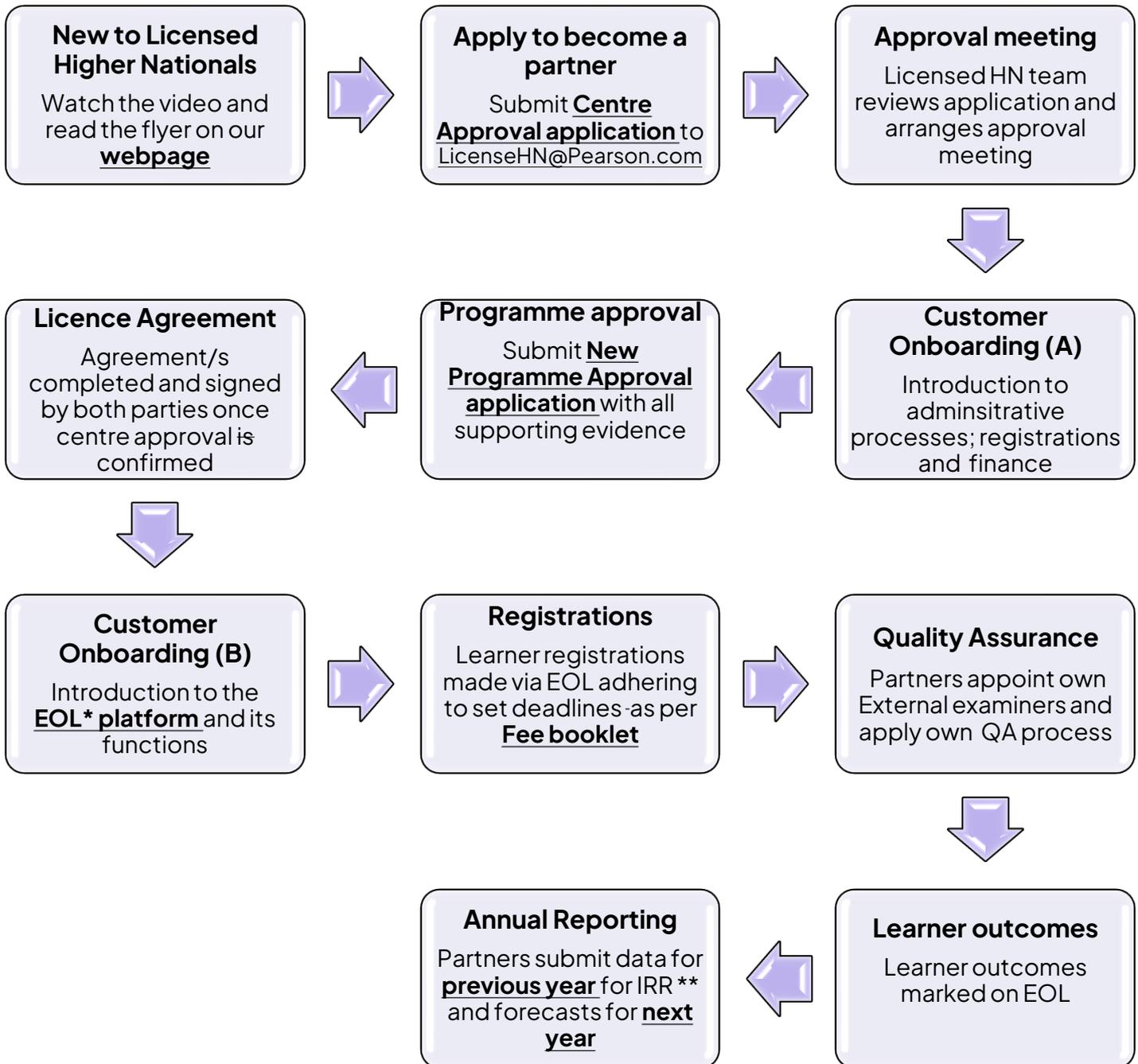
Service Operations

For any question about registering learners, please contact our Customer Service team at: examsofficers@pearson.com or enquiries about approvals please contact the Licensed HN team at LicenseHN@pearson.com.

Your centre is also allocated a named account specialist for further information. Please contact: examsofficers@pearson.com.

Appendices

Appendix 1- Summary of the Licensed HEI Customer Journey



* Edexcel Online (EOL) is our self-service portal for making learner registrations and marking outcomes.

**IRR Institutional Review Report

	University Partner/HEI	Pearson Qualification Services
New to Licensed Higher Nationals	University wishes to become a Licensed HN partner Contact: LicenseHN@pearson.com	Request is acknowledged and initial meeting arranged.
	Submit the centre approval form to become a Licensed HN partner.	Pearson receives and reviews the completed approval application. A pre-approval meeting is conducted. If approved, the Licence Agreement is sent to the HEI for completion. If not approved, the HEI receives guidance and may resubmit within 6 weeks.
	Send completed and signed copies of the Licence Agreement to Pearson. Schedules in the agreement/s must included with details of all programmes that HEI is intending to deliver Pay the centre approval fees	Contact: LicenseHN@pearson.com for any queries Pearson Licensed HN Partnerships Manager offers support. Countersigned copies of the agreement will be returned to te partner/s A centre number is allocated once the approval fee is paid
Programme Approval for licensed partners	For licensed Higher National programme approvals, the partner: Submits the programme approval application including all evidence <ul style="list-style-type: none"> • Programme and module specifications* Evidence of internal validation *Programme and module specifications are required for all, new, revised, or extended	Contact: LicenseHN@pearson.com for any queries. Pearson Licensed HN Partnerships Manager offers support. Pearson reviews the application and all evidence, scrutinises the programme specification (including core content mapping to equivalent BTEC Higher National programme) Once approved, a programme code is issued for the qualification, typically valid for five years.

validations of qualifications, including mapping, where applicable.

Learner Registrations

All learner registrations are to be made on Edexcel Online (EOL)⁶ in line with the deadlines stated in the [Fee Booklet](#)

Invoices for learner registration fees are auto generated from EOL and can be viewed both on EOL and ipay. [Understanding your statement and invoices](#)

Quality Assurance, and Awarding

Appoint your own External Examiners (EEs).
The EEs report to your Institution, using your usual procedures, e.g., for training, monitoring, and remuneration and in accordance with QAA's expectations for External Examiners.

The Licensed HN Partnerships Manager will continue to engage with all partners on the ongoing basis and visit Licensed HEI partners as required

You do not need to send names and details of the EEs to Pearson.

EE reports should be made available to Pearson with IRR data as requested.

	<p>The HEI certifies all learners.</p> <p>For any further guidance on the certificate content, please contact LicenseHN@pearson.com.</p> <p>Update learner outcomes including completion, partial achievement, and withdrawal data on EOL by 30th September each year.</p>	<p>For additional support with EOL, please contact examsofficers@pearson.com.</p>
Annual Institutional Review Report(IRR)	<p>Complete Institutional Review Report (IRR) questionnaire on each of the validated qualifications for the previous academic year to</p>	<p>IRR questionnaire is released mid October</p>

⁶* [Edexcel Online \(EOL\)](#) is our self-service portal for making learner registrations and marking outcomes.

	<p>Pearson, using the supplied pro-forma, by mid-January each year.</p> <p>Send completed IRR to LicenseHN@pearson.com</p>	<p>Pearson will track recruitment, completion, and achievement rates through the annual IRR as part of QA.</p> <p>IRR data will be analysed, and an annual overview report will be produced.</p>
Changes and updates	<p>Review programmes once a year along with the schedules and take relevant action for additional programme approvals/ extensions/ revalidations/ any other changes and discontinuations</p> <p>Any changes must be notified to Pearson</p> <p>Approval / Extension / Discontinuation applications along with all required evidence can be submitted throughout the year but the deadline for next academic year approvals is 30th June</p> <p>Change of Details application can be submitted anytime</p>	<p>Pearson will review the application/s and when satisfied, will confirm the approval/extension/change/discontinuation via a formal letter.</p>
	<p>All changes related to Licensed HN programmes and any changes to centre or centre staff must be notified to Pearson centre contact details for correspondence relating to licensed qualifications.</p>	<p>Send to LicenseHN@pearson.com</p>
Meetings and Events		<p>HEI programme leaders and pertinent staff will be invited to participate in regular stakeholder meetings, as well as an annual partner event organised by Pearson.</p>

Appendix 2 – Academic Regulations – Higher National Qualifications Under Licence

1. Level and Credit Requirements for the Awards

- 1.1. Higher National (HN) qualifications available at level 4 and level 5 are mapped to the QAA Framework for Higher Education Qualifications (FHEQ) in England, Wales, and Northern Ireland.
 - 1.1.1. Level 4 will be called a Higher National Certificate
 - 1.1.2. Level 4 and 5 will be called a Higher National Diploma
- 1.2. Higher National Diplomas (“HNDs”)
 - 1.2.1. HNDs will comprise two stages of 120 credits each:
 - 1.2.2. Stage 1 will comprise units at level 4
 - 1.2.3. Stage 2 will comprise units at level 5
- 1.3. Higher National Certificate (“HNCs”)
 - 1.3.1. HNCs will comprise one stage of 120 credits at level 4.

2. Key Guiding Characteristics

- 2.1. Higher National programmes Total Programme Time (TQT) and Guided Learning (GL)

2.1.1 Higher National Diploma (HND):
• Total Programme Time (TQT): 2400 hours
• Guided Learning (GL): 960 hours
2.1.2 Higher National Certificate (HNC):
• Total Programme Time (TQT): 1200 hours
• Guided Learning (GL): 480 hours

- 2.2. Core/compulsory modules credit values may vary by subject but will not be less than 30% of the whole qualification.
- 2.3. All Higher Nationals share the following guiding characteristics:
 - 2.3.1. Include significant employer/industry involvement in their development and design.
 - 2.3.2. Demonstrate access from level 3.
 - 2.3.3. Demonstrate that graduates at each level of the HN have the requisite skills and abilities to progress to the next level of study should they so choose. This includes ensuring that HND graduates can progress to level 6.
 - 2.3.4. Include mandatory work skills development through work experience and/or realistic work-related learning.
 - 2.3.5. Evidence of development and assessment of learners’ knowledge and skills in:
 - Communication (including written English, or relevant other language)
 - Numeracy
 - Enterprise and commercial awareness
 - Problem solving
 - Self-reflection and critical appraisal