



Higher Nationals

Request to Import Units for Meeting Local Needs

Information and Guidance

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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 be 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.

For which qualification is MLN available?

MLN is offered across the majority of qualifications, with the exception of:

- Higher Technical Qualifications (HTQs)
- Qualifications within the Creative Suite that utilise Modules rather than Units

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:

	Level 4	Level 5
HNC	(up to) 30	-
HND	(up to) 30	(up to) 30

Please consult the Programme Specification for your qualification for the detailed information about how many credits may be 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 the 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 the MLN request?

To submit an MLN request, you will need to download the [spreadsheet form](#), complete all required sections, and then send the form to the designated email address, which can be found under the 'Instructions' tab. Please ensure all necessary information is included before submitting to facilitate prompt processing.

How is the MLN request considered?

Once we have received 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.

What information is required in the MLN form?

Before starting to submit your MLN request, 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 Code** 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. This is required so that we can ensure that imported units are allocated to the correct programme
 - If you are requesting to MLN a Level 4 HNC unit and you are also delivering and/or planning progression to HND within the same qualification, please provide both, HNC and HND Programme Codes. This will ensure the approved Level 4 MLN unit is incorporated into the Programme Structures of both.

- The **Qualification Specification Webpage** – You can access all the HN specifications from the BTEC Higher Nationals [subject page](#)
- The **Qualification Pathway Title** you are currently delivering (if applicable) – (e.g. Higher National in Engineering (Mechanical))
- 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) enhances 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.