

12 BTEC, NVQ and Apprenticeships

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1 Scope of this section

1.1 Vocational qualifications

This part of the manual gives instructions and information on the administrative procedures for learners on programmes leading to vocational qualifications. These include all Pearson's vocational qualifications from foundation level to Level 8.

This section covers the following areas:

- registration
- reporting achievement
- claiming certification
- quality assurance.

It's important that this information is made available to the exams officer/administrator, all coordinators and members of staff responsible for the preparation of documents for enrolment, registration and reporting achievement of vocational qualifications.

Licence agreement: BTEC qualifications offered through Higher Education Institutes (HEIs). HEIs operating under the licence agreement must follow the administrative procedures detailed in the [Licensed HN Centre Guide](#) and the following procedures set out in this section do not apply unless stated otherwise.

HEIs offering qualifications under the Pearson licence agreement are responsible for their own assessments, quality assurance, awarding and certifications. However, they are still required to record learner registrations and outcomes on our Edexcel Online platform for all students taking any programmes approved under the licence agreement both on campus and at partner sites. Students must only be registered under the HEI centre number and not the FE college centre number, despite the FE college being a collaborative partner under the licence agreement.

For programmes not approved under the licence agreement, centres must follow the procedures set out in this manual.

Language of assessment

The language of assessment is English unless agreed with Pearson. Centres must notify our quality standards team via the [support portal](#) where a programme is delivered solely in Welsh or Irish. For further guidance, please refer to the ['Use of languages in qualifications policy'](#).

1.2 Collaborative arrangements and consortia

Where a centre works with other organisations or institutions to deliver programmes, this is termed a collaborative arrangement. The lead centre has responsibility for the programme and is the only centre that can make registrations and receive communications about the programme. All collaborative arrangements must be approved by Pearson prior to the commencement of programmes. The form, alongside the policy, can be found on our [Policies for centres, learners and employers](#) web page.

Where two or more centres work together to deliver a programme, which is jointly approved to both or all of them, this is termed a consortium. Each centre within a consortium registers its own learners using the single programme number assigned to all the member centres. However, quality assurance is carried out across the consortium as a whole, and centres will be reported on jointly with regard to programme quality and certification sign-off. It is important that this information is made available to the exams officer/administrator, all coordinators and members of staff responsible for the preparation of documents for enrolment, registration and reporting achievement of vocational qualifications.

2 Registration

2.1 Responsibility for registration

When a centre has enrolled learners onto an approved programme or individual units, learners must then be formally registered with Pearson so that quality assurance can be implemented, achievement can be reported and awards issued. Responsibility for the registration of learners and for the payment of fees lies with the approved centre.

Centres operating under a collaborative arrangement are not able to register learners directly, and the responsibility lies with the approved centre to register learners and identify the collaborative centre attended by each learner. (Please refer to the [collaborative and Consortium Arrangements for the Delivery of Vocational Qualifications centre guidance](https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html) <https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>).

Where two or more centres are operating as a consortium, each approved centre within the consortium is responsible for registering their learners with Pearson. (Please refer to the [Collaborative and Consortia Arrangements Application Form](https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html) <https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>).

Centres **must** ensure that learners are informed of their registration number when this is requested. It is not permissible to withhold a learner's registration number.

Pearson reserves the right to refuse to accept new registrations from a centre if the centre has a debt outstanding to Pearson at the due date of submission of new registrations.

2.2 Registration deadlines

Enrolment is defined as:

- for knowledge-based programmes, the day on which delivery of the learner's programme/unit commences
- for competence-based programmes, the day on which assessment of the learner's programme/unit commences.

Programmes that follow the academic year

For programmes that follow the academic year, i.e. enrolment in September/October and completion in June/July, the registration deadlines are detailed below. Registrations received after the relevant deadline will be subject to late registration fees (please see fees information [found here](https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html)). Please also refer to the Policy for late registration and late certification on withdrawn or expired Pearson qualifications <https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>. Centres must register learners prior to making entries for external assessments (please see the Entry and Registration deadlines for the current academic year).

BTEC programmes

Unless otherwise stated, the deadlines for registrations each academic year is **1 November**.

15 November

Level 4 HNCs and Level 5 HNDs

Level 3 and Level 4 Foundation Diplomas in Art and Design

Higher Education Licence Agreement registrations

Programmes that don't follow the academic year

This refers to all programmes that:

- enrol learners at any time other than September/October (including roll-on roll-off and onscreen tested programmes), or
- are of less than one academic year's duration, or
- are competence-based assessment programmes, e.g. NVQs.

For Level 4 HNCs, Level 5 HNDs, learners must be registered **within one month** of enrolment at the centre.

For other programmes, learners must be registered **within six weeks** of enrolment at the centre.

BTEC registrations received after the appropriate deadline will be subject to a late registration fee (

[found here](#)).

Any delay in registration may affect our capacity to provide centres with the assessment and verification opportunities that they require and, therefore, certification may be delayed.

Centres should note that this could cause problems for learners going through UCAS to enter higher education.

NVQ/competence qualifications

Registrations for these qualifications are due within **six weeks** of commencing the first element. For apprenticeship programmes, this may be when:

- learners start the knowledge-based component
- assessment of the competence-based component starts.

Please refer to our guidance on how to make EDI/A2C registrations via Edexcel Online or our [A2C & EDI/Basedata Information And Support article](#).

2.3 Periods of registrations

Registrations must be made before the end date given for qualification approval. Registrations are valid for a period of up to five years or until the issue of certificates, whichever is the earlier. A learner may only be certificated during this time. For qualifications accredited by the regulator, the final date is specified as shown on our website.

Where a registration exceeds the five-year expiry limit, the learner must be re-registered on a currently approved programme.

2.4 Registration: topping up

For regulated qualifications, learners may achieve at one qualification size and top up to a larger size (e.g. Pearson BTEC Level 2 Certificate to Pearson BTEC Level 2 Extended Certificate) provided that both qualifications are based on the same specification, i.e. have the same unit identification codes.

To see your certification end dates, please see your approved programmes on Edexcel Online. Don't top up learners' registrations unless they will be able to complete programmes before the certification deadline.

Top-ups are available for the following current qualifications:

- Level 1 Introductory Awards, Certificates and Diplomas
- First and National Awards, Certificates, Extended Certificates and Diplomas
- Level 4 HNC and Level 5 HND
- Level 3 and Level 4 Foundation Diplomas in Art and Design
- Specialist and Professional Awards, Certificates and Diplomas
- WorkSkills Awards, Certificates and Diplomas
- NVQ Awards, Certificates and Diplomas Levels 1-8.

2.5 Registration: estimated completion dates

At the time of registration, centres are asked to give an estimated completion date. These dates are used in relation to the allocation of standards verifiers and external examiners, and to support centres with the on-time issuing of qualification results. Centres must keep the learner registration data up to date on our systems. Failure to maintain this information may result in maladministration actions.

2.6 Registration: programme numbers

Centres should check that the programme numbers used are those that match the programmes being delivered, particularly if registrations are submitted electronically.

Whilst learners who are registered incorrectly may transfer to the correct programmes, this could delay assessment, quality assurance and certification. This could also affect funding for the programme. <https://support.pearson.com/uk/s/article/Centre-Qualification-Approvals> See how to check your approved programmes on Edexcel Online.

2.7 Registration amendments

Centres can amend learner registrations on Edexcel Online. <https://support.pearson.com/uk/s/article/Registrations-Making-Amendments> See our guide to amending registrations.

2.8 Unique Learner Number (ULN)

The ULN is a learner identifier that is allocated by the government agency Learner Records Service (LRS) and is used in the recording of learner results across awarding bodies.

Pearson can accept the ULN in EDI/A2C entry, amendment and registration files and on any entries/registrations made through Edexcel Online.

You don't have to provide the ULN with entries or registrations; however, if a ULN is not provided, then a learner's achievement may not be recorded with the LRS.

The ULN is a 10-digit number. It's important that you validate the ULN against the LRS before submitting the learner's entry/registration to Pearson. Make sure that the personal details (name, gender and date of birth) being provided with the learner's entry or registration exactly match the details on the LRS. Pearson will check the ULN against the LRS and if there is a mismatch, the ULN will not be accepted.

For further information about the ULN, and to find out how to obtain ULNs for your learners, please refer to the [LRS website](#).

2.9 Deletion of registrations

Learner registrations will not normally be deleted or fees refunded once registrations have been accepted by Pearson. A new learner cannot replace an individual who has been registered and subsequently left the programme. However, we are aware that there may be learners who drop out from programmes early on and we will accept requests for the deletion of learners under the following circumstances: <https://support.pearson.com/uk/s/article/Registrations-Processing-Requesting-a-Deletion-UK-Centres>. See our guidance on how to delete registrations.

Programmes that follow the academic year

We will accept a request for the deletion of a learner registered between 1 September and 31 **December of the current academic year**. Centres can delete learners via the student record on Edexcel Online or via an EDI/ A2C amendment file at any point before 31 **December**, provided the learner has not completed any units and no test bookings have been made.

Programmes that don't follow the academic year

Provided no units have been completed and no test bookings made, we will accept a request for deletion if we are notified via the [support portal](#) **within two months** of the date that we received the learner registration. For example, if a learner is registered on 1 March, we will accept a request for deletion up until 1 May. Please give the learner's name and registration number in the email.

Deletions for Higher Nationals

Deletions for all Higher Nationals, regardless of whether your programme follows an academic year, must be made within 49 days of the student starting the programme of study (not from the date of registration). Any deletions made 50 days or more after the student's start date will not be eligible for a full refund.

It is important that the enrolment date for your students is updated in Edexcel Online to reflect their actual start date if that is different to the pre-populated enrolment date of 01 September. The 49 days will run from the enrolment date entered in Edexcel Online. See our guidance on how to delete Higher National registrations <https://support.pearson.com/uk/s/article/Registrations-Processing-Requesting-a-Deletion-UK-Centres>

2.10 Withdrawal of learners

Centres should advise us of all learners who have withdrawn from programmes. Withdrawal can be made through Edexcel Online, or via an EDI/A2C amendment file, and can take place throughout the year. Withdrawal does not result in a credit back of any fees. Withdrawn learners may be reinstated via Edexcel Online at no extra charge. <https://support.pearson.com/uk/s/article/Edexcel-Online-Withdrawing-Learner-Registrations> See our guidance on withdrawing learner registrations.

3 BTEC qualifications including external assessments

Many BTEC qualifications include some elements of external assessment (an assessment that is set and marked or moderated by Pearson). Other assessments within BTEC qualifications are set and assessed by staff in the centre, and the outcomes are then quality-assured and reported to Pearson.

For information on our external assessments please see our [Exams Officers webpages](#).

For external assessments that are taken via onscreen tests, centres are required to install appropriate supporting software. For further details please refer to the [onscreen testing guide](#).

BTEC Tech Awards require entries to be made for both internally assessed and externally assessed components. Internally assessed components are set by Pearson, assessed by the centre and moderated by Pearson each assessment series.

Further differences from standard BTEC quality assurance and administration processes apply to BTEC Tech Awards. For more information, please visit our [Quality Assurance BTEC Tech Award 2022](#) page.

3.1 BTEC Qualifications availability – Firsts, Technicals, Tech Award, Nationals (including AAQs)

3.1.1 BTEC Firsts

See more detailed information on BTEC Firsts on our website
(W) denotes Welsh specification

Units that are assessed onscreen and available on demand are not listed. Qualifications where all external assessments are onscreen are also not listed.

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Animal Care	21883G	Unit 1: Animal Health	Yes	No	Yes
Applied Science	20460E	Unit 1: Principles of Science	No	Yes	Yes
Applied Science	21909G	Unit 1: Principles of Science (W)	No	Yes	Yes
Applied Science	20474E	Unit 8: Scientific Skills	No	Yes	Yes
Applied Science	21911G	Unit 8: Scientific Skills (W)	No	Yes	Yes
Business	21325E	Unit 9: Principles of Marketing	Yes	No	Yes
Business	21927G	Unit 9: Principles of Marketing (W)	Yes	No	Yes
Construction and the Built Environment	21492E	Unit 1: Construction Technology	Yes	No	Yes
Construction and the Built Environment	21635E	Unit 11: Sustainability in Construction	Yes	No	Yes
Construction and the Built Environment	21935G	Unit 1: Construction Technology (W)	Yes	No	Yes
Construction and the Built Environment	21941G	Unit 11: Sustainability in Construction (W)	Yes	No	Yes
Engineering	21174E	Unit 9: Interpreting and Using Engineering Information	Yes	No	Yes
Engineering	21925G	Unit 9: Interpreting and Using Engineering Information	Yes	No	Yes
Health and Social Care	20544E	Unit 1: Human Lifespan Development	Yes	No	Yes
Health and Social Care	20952E	Unit 9: Healthy Living	Yes	No	Yes
Hospitality	21541E	Unit 1: Introducing the Hospitality Industry	Yes	No	Yes
Hospitality	21617E	Unit 9: How the Hospitality Industry Contributes to Healthy Lifestyles	Yes	No	Yes
Hospitality	21937G	Unit 1: Introducing the Hospitality Industry(W)	Yes	No	Yes
Hospitality	21939G	Unit 9: How the Hospitality Industry Contributes to Healthy Lifestyles (W)	Yes	No	Yes
Performing Arts	20512E	Unit 1 : Individual Showcase	No	No	Yes
Public Services	20537G	Unit 6: Citizenship, Society and the Public Services	Yes	No	Yes
Public Services	21484F	Unit 1: The Role and Work of the Public Services	Yes	No	Yes

3.1.1 BTEC Firsts (Continued)

(W) denotes Welsh specification

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Public Services	21933G	Unit 1: The Role and Work of the Public Services (W)	Yes	No	Yes
Public Services	21943G	Unit 6: Citizenship, Society and the Public Services (W)	Yes	No	Yes
Travel and Tourism	21474E	Unit 1: The UK Travel and Tourism Sector	Yes	No	Yes
Travel and Tourism	21627E	Unit 7: Travel and Tourism Business Environments	Yes	No	Yes

3.1.2 BTEC Level 2 Technicals

<https://qualifications.pearson.com/en/qualifications/btec-technicals.html>

Find more information on BTEC L2 Technicals on our website

Units that are assessed onscreen and available on demand are not listed. Qualifications where all external assessments are onscreen are also not listed.

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Animal Care	21177K	Unit 4: Animal Welfare	No	Yes	Yes
CPLD (Early Years Practitioner)	21221K	Unit 2: Child Development from Birth up to Five Years	No	Yes	Yes
Digital Technology	21262K	Unit 5: IT Service Solutions	No	Yes	Yes

3.1.3 BTEC Tech Awards

<https://qualifications.pearson.com/en/qualifications/btec-tech-awards.html>

Find more information on BTEC Tech Awards on our website

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Art & Design Practice	BAC01	Component 1: Animal Handling	Yes	No	Yes
Art & Design Practice	BAC02	Component 2: Animal Housing and Accommodation	No	No	Yes
Construction and the Built Environment	BCB01	Component 2: Construction in Practice	Yes	No	Yes
Construction and the Built Environment	BCB02	Component 3: Construction and Design	Yes	No	Yes
Construction and the Built Environment	BCB03	Component 1: Construction Technology	Yes	No	Yes
Creative Media Production	BCM01	Component 1: Exploring Media Products	Yes	No	Yes
Creative Media Production	BCM02	Component 2: Developing Digital Media Production Skills	Yes	No	Yes
Creative Media Production	BCM03	Component 3: Create a Media Product in Response to a Brief	No	No	Yes
Digital Information Technology	BIT01	Component 1: Exploring User Interface Design Principles and Project Planning Techniques	Yes	No	Yes
Digital Information Technology	BIT02	Component 2: Collecting, Presenting and Interpreting Data	Yes	No	Yes
Digital Information Technology	BIT03	Component 3: Effective Digital Working Practices	Yes	No	Yes
Enterprise	BEN01	Component 1: Exploring Enterprises	Yes	No	Yes
Enterprise	BEN02	Component 2: Planning and Presenting a Micro-Enterprise Idea	Yes	No	Yes
Enterprise	BEN03	Component 3: Marketing and Finance for Enterprise	Yes	No	Yes
Health & Social Care	BHS01	Component 1: Human Lifespan Development	Yes	No	Yes
Health & Social Care	BHS02	Component 2: Health and Social Care Services and Values	Yes	No	Yes
Health & Social Care	BHS03	Component 3: Health and Wellbeing	Yes	No	Yes
Music Practice	BMP01	Component 1: Exploring Music Products and Styles	Yes	No	Yes
Music Practice	BMP02	Component 2: Music Skills Development	Yes	No	Yes

Music Practice	BMP03	Component 3: Responding to a Music Brief	No	No	Yes
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3.1.3 BTEC Tech Award (continued)

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Performing Arts	BPA01 (option A)	Component 1: Exploring the Performing Arts	Yes	No	Yes
Performing Arts	BPA01 (option B)	Component 1: Exploring the Performing Arts (Production)	Yes	No	Yes
Performing Arts	BPA02 (option A)	Component 2: Developing Skills and Techniques in the Performing Arts	Yes	No	Yes
Performing Arts	BPA02 (option B)	Component 2: Developing Skills and Techniques in the Performing Arts (Production)	Yes	No	Yes
Performing Arts	BPA03	Component 3: Responding to a Brief	No	No	Yes
Performing Arts (Dance)	BPD01	Component 1: Exploring the Performing Arts (Production)	Yes	No	Yes
Performing Arts (Dance)	BPD02	Component 2: Developing Skills and Techniques in the Performing Arts	Yes	No	Yes
Performing Arts (Dance)	BPD03	Component 3: Responding to a Brief	No	No	Yes
Sport	BSP01	Component 1: Preparing Participants to Take Part in Sport and Physical Activity	Yes	No	Yes
Sport	BSP02	Component 2: Taking Part and Improving Other Participants Sporting Performance	Yes	No	Yes
Sport	BSP03	Component 3: Developing Fitness to Improve Other Participants Performance in Sport and Physical Activity	Yes	No	Yes
Travel and Tourism	BTT01	Component 1: Travel and Tourism Organisations and Destinations	Yes	No	Yes
Travel and Tourism	BTT02	Component 2: Customer Needs in Travel and Tourism	Yes	No	Yes
Travel and Tourism	BTT03	Component 3: Influences on Global Travel and Tourism	Yes	No	Yes

3.1.4 BTEC Nationals

<https://qualifications.pearson.com/en/qualifications/btec-nationals.html>

Find more information on BTEC Nationals on our website

(W) denotes Welsh specification

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Agriculture/Countryside/ Horticulture	20065K	Unit 1: Professional Working Responsibilities	Yes	No	Yes
Agriculture/Countryside/ Horticulture	20066K	Unit 2: Plant and Soil Science	Yes	No	Yes
Agriculture/Countryside/ Horticulture	21321L	Unit 3: Contemporary Issues in the Land-based Sectors	Yes	No	Yes
Animal Management	31644H	Unit 1: Animal Breeding and Genetics	Yes	No	Yes
Animal Management	31645H	Unit 2: Animal Biology	Yes	No	Yes
Animal Management	31646H	Unit 3: Animal Welfare and Ethics	Yes	No	Yes
Applied Human Biology	21325L	Unit 1 Principles of Applied Human Biology	Yes	No	Yes
Applied Human Biology	21327L	Unit 3: Human Biology and Health Issues	Yes	No	Yes
Applied Law	20168K	Unit 1: Dispute Solving in Civil Law	Yes	No	Yes
Applied Law	20170K	Unit 3: Applying the Law	Yes	No	Yes
Applied Psychology	21331L	Unit 1: Psychological Approaches and Applications	Yes	No	Yes
Applied Psychology	21333L	Unit 3: Health Psychology	Yes	No	Yes
Applied Science	31627H	Unit 5: Principles And Applications of Science II	Yes	No	Yes
Applied Science	31627HC	Unit 5: Principles And Applications of Science II_Chemistry	Yes	No	Yes

3.1.4 BTEC Nationals (continued)

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Applied Science	31627HP	Unit 5: Principles And Applications of Science II_Physics	Yes	No	Yes
Applied Science	31627HB	Unit 5: Principles And Applications of Science II_Biology	Yes	No	Yes
Applied Science	31629H	Unit 7: Contemporary Issues in Science	Yes	No	Yes
Applied Science/Forensic	31617H	Unit 1: Principles And Applications of Science I	Yes	No	Yes
Applied Science/Forensic	31617HC	Unit 1: Principles And Applications of Science I_Chemistry	Yes	No	Yes
Applied Science/Forensic	31617HP	Unit 1: Principles And Applications of Science I_Physics	Yes	No	Yes
Applied Science/Forensic	31617HB	Unit 1: Principles And Applications of Science I_Biology	Yes	No	Yes
Applied Science/Forensic	31619H	Unit 3: Science Investigation Skills	Yes	No	Yes
Art and Design	31827H	Unit 1: Visual Recording And Communication	No	No	Yes
Art and Design	31828H	Unit 2: Critical And Contextual Studies In Art And Design	Yes	No	Yes
Art and Design	31832H	Unit 6: Managing A Client Brief	Yes	No	Yes
Art and Design	31833H	Unit 7: Developing And Realising Creative Intentions	No	No	Yes
Business/Enterprise	31463H	Unit 3: Personal And Business Finance	Yes	No	Yes
Business/Enterprise	31489H	Unit 2: Developing A Marketing Campaign	Yes	No	Yes
Business/Enterprise	31588H	Unit 6/12: Principles of Management	Yes	No	Yes
Business/Enterprise	31589H	Unit 7/6: Business Decision Making	Yes	No	Yes
Business/Enterprise	51101N	Unit 2: Developing A Marketing Campaign (W)	Yes	No	Yes
Business/Enterprise	51102N	Unit 3: Personal And Business Finance (W)	Yes	No	Yes
Computing	31768H	Unit 1: Principles Of Computer Science	Yes	No	Yes
Computing	31769H	Unit 2: Fundamentals Of Computer Systems	Yes	No	Yes
Computing	31770H	Unit 3: Planning and Management of Computing Projects	Yes	No	Yes
Computing	31771H	Unit 4: Software Design and Development Project	Yes	No	Yes
Construction and the Built Environment	20075K	Unit 1: Construction Principles	Yes	No	Yes
Construction and the Built Environment	20076K	Unit 2: Construction Design	No	No	Yes
Construction and the Built Environment	20077K	Unit 3: Tendering and Estimating	No	No	Yes
CPLD	31597H	Unit 1: Children's Development	Yes	No	Yes
CPLD	31597X	Unit 1: Children's Development	Yes	No	Yes
CPLD	31598H	Unit 2: Development Of Children's Communication, Literacy And Numeracy Skills	Yes	No	Yes
CPLD	31598X	Unit 2: Development Of Children's Communication, Literacy And Numeracy Skills	Yes	No	Yes
Creative Digital Media Production	31668H	Unit 1: Media Representations	Yes	No	Yes
Creative Digital Media	31670H	Unit 3: Digital Media Skills	No	No	Yes
Production	31672H	Unit 5: Specialist Subject Investigation	Yes	No	Yes
Creative Digital Media	31674H	Unit 8: Responding To A Commission	Yes	No	Yes
Engineering	31706H	Unit 1: Engineering Principles	Yes	No	Yes
Engineering	31706X	Unit 1: Engineering Principles	Yes	No	Yes

3.1.4 BTEC Nationals (continued)

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Engineering	31708H	Unit 3: Engineering Product Design And Manufacture	Yes	No	Yes
Engineering	31725H	Unit 6: Microcontroller Systems for Engineers	Yes	No	Yes
Equine Management	20108K	Unit 1: Equine Structure, Form and Function	Yes	No	Yes
Equine Management	20109K	Unit 2: Equine Diet and Nutrition	Yes	No	Yes
Equine Management	20110K	Unit 3: Managing Equine Disease	Yes	No	Yes
Forensic and Criminal Investigation	20149K	Unit 5: Applications of Criminology	Yes	No	Yes
Forensic and Criminal Investigation	20151K	Unit 7: Applications of Criminal and Forensic Psychology	Yes	No	Yes
Health and Social Care	31490H	Unit 1: Human Lifespan Development	Yes	No	Yes
Health and Social Care	31491H	Unit 2: Working In Health And Social Care	Yes	No	Yes
Health and Social Care	31493H	Unit 3: Anatomy and Physiology for Health and Social Care	Yes	No	Yes
Health and Social Care	31494H	Unit 4: Enquiries into Current Research in Health and Social Care	Yes	No	Yes
IT	20158K	Unit 11: Cyber Security and Incident Management	Yes	No	Yes
IT	20161K	Unit 14: IT Service Delivery	Yes	No	Yes
IT	31760H	Unit 1: Information Technology Systems	Yes	No	Yes
IT	31761H	Unit 2: Creating Systems To Manage Information	Yes	No	Yes
Marketing	50234N	Unit 2: Marketing Principles	Yes	No	Yes
Music Performance	20175K	Unit 3: Ensemble Music Performance	No	No	Yes
Music Performance	20177K	Unit 2: Professional Practice in the Music Industry	Yes	No	Yes
Music Technology	31809H	Unit 7: Music Technology Enterprise Opportunities	No	No	Yes
Music Technology	31810H	Unit 6: Music Technology Daw Production	No	No	Yes
Music Technology	31811H	Unit 5: Music Technology In Context	Yes	No	Yes
Performing Arts	31555H	Unit 1: Investigating Practitioners' Work	Yes	No	Yes
Performing Arts	31557H	Unit 3: Group Performance Workshop	No	No	Yes
Performing Arts	31559H	Unit 5: Individual Performance Commission	No	No	Yes
Performing Arts	31561H	Unit 7: Employment Opportunities in the Performing Arts	Yes	No	Yes
Sport	21405J	Unit 22: Investigating Business in Sport and Active Leisure Industry	Yes	No	Yes
Sport	31524H	Unit 1: Anatomy And Physiology	Yes	No	Yes
Sport	31525H	Unit 2: Fitness Training And Programming For Health, Sport And Well-Being	Yes	No	Yes
Sport	31542H	Unit 19: Development and Provision of Sport and Physical Activity	Yes	No	Yes
Sport and Exercise Science	31813H	Unit 1: Sport And Exercise Physiology	Yes	No	Yes
Sport and Exercise Science	31814H	Unit 2: Functional Anatomy	Yes	No	Yes
Sport and Exercise Science	31815H	Unit 3: Applied Sport And Exercise Psychology	Yes	No	Yes
Sport and Exercise Science	31824H	Unit 13: Nutrition For Sport And Exercise Performance	Yes	No	Yes
Travel and Tourism	20207K	Unit 1: The World of Travel and Tourism	Yes	No	Yes
Travel and Tourism	20208K	Unit 2: Global Destinations	Yes	No	Yes

3.1.4 BTEC Nationals (continued)

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Travel and Tourism	51103N	Unit 1: The World of Travel and Tourism (W)	Yes	No	Yes
Travel and Tourism	51104N	Unit 2: Global Destinations(W)	Yes	No	Yes
Uniformed Protective Services	40888M	Unit 2: Behaviour and Discipline in the Uniformed Protective Services	Yes	No	Yes
Uniformed Protective Services	40892M	Unit 6: Government and the Protective Services	Yes	No	Yes
Uniformed Protective Services	51105N	Unit 2: Behaviour and Discipline in the Uniformed Protective Services(W)	Yes	No	Yes
Uniformed Protective Services	51106N	Unit 6: Government and the Protective Services (W)	Yes	No	Yes

3.1.5 BTEC Nationals (AAQs)

More information on BTEC Nationals - AAQs can be [found here](#).

Sector	Unit Code	Unit Title	Availability		
			Jan	Feb	June
Applied Science	60316T	Unit 1 - Principles and Applications of Biology	Yes	No	Yes
Applied Science	60317T	Unit 2 - Principles and Applications of Chemistry	Yes	No	Yes
Applied Science	60318T	Unit 3 - Principles and Applications of Physics	Yes	No	Yes
Computing	60305T	Unit 1 - Programming Fundamentals	Yes	No	Yes
Computing	60306T	Unit 2 - Computer network security and encryption	Yes	No	Yes
Construction and the Built Environment	60291T	Unit 1 - Construction principles	Yes	No	Yes
Construction and the Built Environment	60292T	Unit 2 - Construction Technology	Yes	No	Yes
Early Childhood Development	60322T	Unit 1 - Children's Development	Yes	No	Yes
Early Childhood Development	60323T	Unit 2 - Keeping children safe	Yes	No	Yes
Engineering	60301T	Unit 1 - Engineering Principles	Yes	No	Yes
Engineering	60302T	Unit 2 - Engineering Applications	Yes	No	Yes
Health and Social Care	60309T	Unit 1 - Human lifespan and development	Yes	No	Yes
Health and Social Care	60310T	Unit 2 - Human biology and health	Yes	No	Yes
Information Technology	60297T	Unit 1 - Information technology	Yes	No	Yes
Information Technology	60298T	Unit 2 - Cyber security and incident management	Yes	No	Yes
Medical Science	60285T	Unit 1 - Human Physiology, Anatomy and Pathology	Yes	No	Yes
Medical Science	60286T	Unit 2 - Health issues and scientific reporting	Yes	No	Yes

4 Reporting learner achievement

4.1 Responsibility

Centres are responsible for reporting on the achievement in internally assessed units for each learner, in respect of the assessment requirements for the programme for which they are registered.

The centre is also responsible for reporting success to Pearson for interim or final certification. Where programmes also include external assessment, the centre must ensure that appropriate assessments have been completed and that Pearson has data related to achievement. Refer to qualification specifications for further guidance.

Any amendments to reported grades are monitored and evidence of why grade changes for internally assessed units have been made may be requested at any time.

4.2 Unit grades

It's important that you report unit grades accurately according to the available assessment records for the programme and in accordance with the grading rules in the specification documents.

BTEC First, National and Higher National qualification units are always subject to grading, except where otherwise indicated in the qualification specification documents. Achievement should be reported using the grades stated in the specification.

Please refer to the specifications for each programme for full details. Centres must ensure they report grades correctly according to the status of the unit.

4.3 Overall qualification grades of achievement

The overall grade is calculated automatically from the unit grades reported (except for the Level 3 and Level 4 Foundation Diplomas in Art and Design, where you will need to report the overall grade through Edexcel Online or EDI/A2C). For all other qualifications the centre does not need to supply further information.

Full details on the overall grades available and how they are determined are given in the specification document for each programme.

In line with Ofqual regulations, the 10-week rule continues to be applicable to all NVQs accredited on the National Qualifications Framework (NQF).

However, the 10-week rule has been removed for NVQ and NVQ successor qualifications accredited under the Qualification and Credit Framework (QCF). This means that there does not have to be a 10-week period between registration and applying for certification.

Find out more about the 10-week rule <https://support.pearson.com/uk/s/article/Certification-BTEC-NVQ-Claims>

QCF All claims should be validated by an occupationally competent and qualified internal verifier. Centres must ensure that all claims for certification are authentic and valid and can be supported by auditable records.

4.4 Confirmation of learner achievement

It is essential that all centres issue annual reports of success to learners.

Centres reporting grades by EDI/A2C should issue their own centre report for learners, and centres using Edexcel Online should issue learners with the Edexcel Online report. It is most important that centres accept the responsibility to provide learners with evidence of their portfolio achievement in order that they have early official evidence of their success.

4.5 Reporting success to UCAS

In March/April each year, we undertake a matching exercise with UCAS to identify those BTEC Level 3 – 5 learners who have applied to UCAS for entry to higher education courses.

These are learners who are applying for higher education places and are following BTEC Nationals, Higher Nationals, Level 3 and Level 4 Foundation Diplomas in Art and Design as well as any Level 3 Specialist courses that attract points on the UCAS tariff. During July/August we will provide UCAS with confirmation of these matched learners' achievements so that HEIs have the latest information on each applicant.

Where a match cannot be found, because of incorrect spellings or incorrect centre details, we will still be able to inform UCAS of these learners' achievements if you notify us of each learner's UCAS Personal ID number and UCAS Scheme Code by logging a ticket on the [support portal](#).

It is important that results for these learners are reported to us by 5 July.

If you are reporting results to Pearson by EDIFACT EDI/A2C, we ask that you send a file earlier in July for your UCAS learners only, rather than include these learners in a larger file later in July.

Centres should ensure that staff are available to respond to university queries during peak summer periods, and that results are sent to Pearson as soon as possible. This will enable issues to be resolved more easily.

Where learners achieve a qualification and top up to a larger qualification, e.g. Level 3 Certificate to Level 3 Diploma, it is essential that you top up the learner as soon as the smaller qualification has been achieved. This is so that we can match the new qualification with UCAS as early as possible and send the grade on completion.

4.6 Submission of results to Pearson

See our guidance on reporting unit achievement. <https://support.pearson.com/uk/s/article/Certification-BTEC-NVQ-Claims>

Interim reporting

Internally assessed unit results must be returned or results reported via EDI/A2C or Edexcel Online for every learner registered who has achieved unit success, and also where they have withdrawn from the programme. If they have already been deleted, you do not need to include them in the report. Success on units should only be reported where all requirements have been met.

Where a BTEC programme contains both internally and externally assessed units, you should report internal assessment units as soon as possible, and no later than 5 July where results are required in August. Where a full-award claim has been made, but external assessment results are pending, we will issue the overall qualification result as soon as the externally assessed unit result is available.

In all cases of interim reporting, a notification of performance will only be produced if the option is selected by the centre when claiming.

Results for qualifications where internally assessed grades are reported after 5 July may be issued after the published results date.

Results should be submitted immediately at the end of each summer term, as the results submitted to Pearson are used, in some instances, to create the performance and league tables. If you have not reported early enough to enable us to process the results by the end of July, you may find your outcomes are incorrect in these tables. For work-based learning, when summative internal quality assurance has occurred, the learner must be claimed on Edexcel Online without delay.

4.7 Methods of reporting

There are two electronic methods of reporting success:

- EDIFACT EDI/A2C transmission
- Edexcel Online.

Note: JCQ format EDI does not currently support the reporting of unit outcomes and award claims from centres to us. Centres using this format should use Edexcel Online to report success to us. (For example, SIMS uses JCQ format EDI.)

EDI/A2C transmission

Learners' unit results, certificate claims and withdrawals may be transmitted electronically by EDI/A2C (see EDI/A2C results reporting: EDIFACT EDI format on the EDI/A2C section of our website).

JCQ BTEC EDI results request files

<https://support.pearson.com/uk/s/article/A2C-Receiving-Overall-BTEC-Results-by-EDI-File>

Read our full guidance on downloading a JCQ-format BTEC results request file. In order to receive learners' overall results via JCQ EDI, please ensure you have submitted a results request file, either in EDIFACT or JCQ 7B format, by 31 May.

How to get a Results Entry 7B file

- Log on to Edexcel Online, go to the **BTEC section**, then select **EDI Basedata**.
- Change the **Basedata Subtype** drop-down to **Results Entry 7B**, make sure the approval year is the current Academic Year and select **All Approved Programmes**.
- Hit **Submit** and JCQ basedata will be emailed to you within a few hours.

You will then be able to import it into your MIS and create your own Results Entry 7B results request file for the learners you need results for.

Changes to learner information

To ensure that your results in August are correct, learner details in the BTEC EDI results request file must exactly match the current learner registration details.

If a learner has been transferred between programmes (for example from a Diploma to a Certificate) after your original results request file has been submitted, please send us a new file with the updated details.

Edexcel Online

You can report results, claim certification and notify withdrawals through [Edexcel Online](#)

5 Certification

5.1 Certification deadlines

Data should be submitted for all learners via EDI/A2C or through Edexcel Online on these occasions:

- at the end of each year/stage of the programme: by 5 July for programmes following a normal academic year, or as soon as possible thereafter, even where learners are retaking assessments or tests (especially important for UCAS applicants)
- immediately after completion for non-academic year programmes
- on transfer of the learner to another programme/centre
- for all learners who have withdrawn from the programme, even where no success has been achieved (especially important for UCAS applicants).

Certificates will be delivered to centres within 14 working days of the print date.

Dates for the issue of certificates for BTEC NQF programmes containing an externally assessed exam, project or performance are in the Key Dates section of this manual.

In order to issue certificates in August, results should be reported by 5 July for every learner completing at the end of an academic year. Results must be reported for every learner who has achieved unit success and also where the learner has withdrawn from the programme. No action is required where a learner has not completed any units in year one of a two-year programme.

It is particularly important that, for learners who have made applications to HEIs through UCAS, results are reported by 5 July, even where the learner is retaking assessments and/or tests, so that HEIs have information on each applicant. **A member of centre staff should be available during July/August in order to process any queries raised.**

See our full guidance on reporting vocational achievement <https://qualifications.pearson.com/en/support/support-topics/results-certification/reporting-and-amending-vocational-achievement.html>

Results should only be reported if the centre has clearance to certificate through reports from standards verifiers or external examiners.

6 Recognition of prior learning

Centres may make claims for some units or a whole qualification based on recognition of prior learning and/or experience. Please refer to the policy on [recognition of prior learning](#).

After accepting a learner for assessment of prior learning, registration should be made in the usual way and RPL achievement may then be reported and graded where appropriate, using normal methods.

7 Reasonable adjustments, appeals and assessment records

7.1 Reasonable adjustments

Centres can put in place reasonable adjustment arrangements for learners with particular requirements if they have, for example:

- a permanent or long-term disability or learning difficulty
- a temporary disability, illness or indisposition.

These arrangements are intended to allow learners to demonstrate their achievement. However, any reasonable adjustment arrangements must not

- advantage or disadvantage the learner
- alter the assessment demands of the qualification.

Centres should follow the [policies and guidance on reasonable adjustment](#).

Pearson reserves the right to request further clarification or information in relation to any proposed arrangements.

7.2 Appeals

As part of the approvals/centre recognition process, centres are required to provide evidence that they have a published internal appeals procedure which can be accessed by learners.

From time to time, learners contact Pearson directly about issues relating to the delivery and assessment of the programme they are following. On receipt of any such communication we would, in the first instance, refer the learner back to the centre's own internal appeals procedure. Learners are advised that they must fully exhaust this system before Pearson can become involved.

If a learner does follow the centre's internal system and does not feel that the outcome is satisfactory, they can contact Pearson again.

Learners should provide the following information when making an appeal to Pearson:

- an outline of the nature of the issue and details of communication with the centre
- evidence that they have fully completed the centre's internal appeals process
- clear details of why they feel the outcome to be unsatisfactory.

At this stage we would take the appropriate steps to investigate the complaint. The outcomes of any such reviews are confidential between Pearson and the centre. Pearson may charge for carrying out these reviews. Please refer to the document [Internal assessment in vocational qualifications reviews and appeals policy](#).

Standards verifiers are not permitted to arbitrate in appeals.

7.3 Centre assessment records

Centres are expected to make every effort to ensure the safety and security of learner work which they are holding for assessment purposes. Centres must ensure they have detailed and up-to-date assessment records for all learners, which are kept separately from actual learner work. Assessment and verification records left in learner portfolios are likely to be unavailable when learners leave programmes or complete certification. Centres need to retain assessment and internal verification records for three years following certification. Please refer to the [Centre Quality Guidance document](#).

Lost or destroyed learner work

If learner work is lost or destroyed, centres will need to provide those assessment records that will verify what has been achieved in order to ensure that certification can proceed.

Centres must notify uk.special.requirements@pearson.com immediately if learner work is lost or destroyed, ensuring they provide the following information:

- circumstances in which the work was lost or destroyed
- programme title and number
- details of the learner(s) affected
- details of which unit(s) are affected
- centre, programme and assessment records
- any evidence of internal verification
- any supplementary information, such as witness testimonies.

Each case will be considered individually and certificates may be granted if:

- sufficient centre records and supplementary evidence are available
- all other assessment on the programme has been subject to ongoing external quality assurance, which identifies that national standards have been met.

7.4 Work retention

For information on work retention please see [BTEC: Retention Of Learner Work/Evidence](#).

8 Completion of quality assurance processes required for certification

8.1 Summary

BTEC programmes are operated on the basis that appropriate quality checks are completed prior to certification. Certification claims should only be made when centres have authority to do so. Claims made without authority may be blocked from processing or may lead to subsequent action by Pearson. Pearson reserves the right to suspend certification by a centre on a programme/unit if there are any concerns over standards, quality assurance or centre management.

Centres must allocate a quality nominee within Edexcel Online, who will act as a point of contact for centre quality and be responsible to oversee completion of quality assurance activities.

8.2 BTEC qualifications Entry Level to Level 3

You can find guidance on all our BTEC quality assurance processes on our quality nominee support pages <https://qualifications.pearson.com/en/support/support-for-you/quality-nominees/btec-entry-level-3.html> <https://qualifications.pearson.com/content/dam/pdf/Support/Work based learning/mc-final-new-wbl-handbook.pdf> BTEC Level 1 Introductory, Entry Levels 1, 2, 3, Sports Industry Skills and Home Cooking Skills qualifications quality assured via the work-based learning model. Refer to the work-based learning quality assurance handbook for full details. <https://qualifications.pearson.com/content/dam/pdf/btec-entry-level-and-level-1-introductory/CSMs/btec-level-1-intro-entry-standards-verification-guide-final.pdf>

For BTEC Security qualifications, please refer to the [Security Centre Management Handbook](#).

8.3 BTEC Level 1/Level 2 Tech Awards

This suite of qualifications undertakes a moderation process that is different to other BTEC quality assurance models.

The following key quality assurance activities must be completed each academic year:

- Internal standardisation – completed within the centre for each Pearson set assignment (PSA) series before assessment takes place, using exemplar standardisation materials
- External moderation – required for each PSA series where entries are made to review the accuracy and consistency of assessment in your centre through the sampling of marked learner work.

You can find full guidance on Pearson's BTEC Tech Awards quality assurance process and key dates in the centre guides located under the 'useful documents' section of the [BTEC Tech Awards 2022 Quality web page](#).

8.4 BTEC qualifications Levels 4 to 7

External examination is how we check that centres are operating appropriate quality assurance and maintaining national standards for our BTEC Levels 4 to 7 programmes and BTEC Level 3 and 4 Foundation Diplomas in Art and Design. You can find more information and guidance in the BTEC Centre Guide to External Examination.

All centres delivering BTEC Levels 4 to 7 programmes and BTEC Level 3 and 4 Foundation Diplomas in Art and Design are subject to a visit from Pearson-appointed external examiners (EEs). The outcome of external examination will be:

- to confirm that internal assessment is to national standards and allow certification, or
- to make recommendations to improve the quality of internal assessment before certification can be released.

Centres must give full and serious consideration to the comments and recommendations contained in external examination reports. The actions taken as a result of reports, or the reasons for not following recommendations, should be formally recorded and circulated to those concerned.

Centres must ensure that student representatives are given the opportunity to be fully involved in the external examination process, enabling them to understand all of the issues raised and the centre's response. At centre-level, the general issues and themes arising from the reports should be reviewed whilst maintaining the confidentiality of the students whose work has been sampled.

Alternative providers delivering HNC, HND and/or BTEC Management qualifications Levels 4 to 7 are also subject to Academic Management Review, which is an annual centre quality visit for UK Alternative Providers.

8.4.1 NVQ, competence-based qualifications and BTEC Apprenticeship programmes

NVQ, competence-based qualifications and BTEC Apprenticeship programmes are subject to standards verification. A subject specialist standards verifier is allocated to visit a centre to undertake a review of programme management and sample assessed, internally verified evidence.

The following regulations specify the quality assurance and control requirements that apply to NVQs, QCF NVQs, and competence-based qualifications:

- Ofqual/CCEA Regulation General Conditions of Recognition
- Qualifications Wales Standard Conditions of Recognition

All staff involved with the delivery of NVQs should be familiar with their contents. Copies of the documents can be found on the appropriate regulators' websites.

You can find full details of the quality assurance process for work-based learning qualifications in the handbooks on our [Quality Assurance - Work-based Learning \(WBL\) page](#).

8.4.2 Pearson BTEC Higher Nationals

Pearson's quality assurance system for all Pearson BTEC Higher National programmes is benchmarked to Level 4 and Level 5 on the Quality Assurance Agency's (QAA) Framework for Higher Education Qualifications (FHEQ). This will ensure that centres have effective quality assurance processes to review programme delivery. It will also ensure that the outcomes of assessment are to national standards.

As it includes additional elements that are not required for other Pearson qualifications, we term this 'enhanced' quality assurance. See full details of the Pearson BTEC Higher Nationals enhanced quality assurance process. <https://qualifications.pearson.com/en/qualifications/btec-higher-nationals/about/quality-assurance-process.html>

The enhanced quality assurance process for providers offering Pearson BTEC Higher National programmes comprises five key components:

1. The approval process
2. Monitoring of internal provider systems
3. External examination
4. Annual Programme Monitoring Report (APMR)
5. Annual student survey.

External examination for Higher Nationals

External examination is used to check that centres delivering BTEC Higher Nationals are operating appropriate quality assurance and meeting both national standards and expectations within UK Higher Education. Information and guidance can be found in [BTEC Higher Nationals Guide to External Examination](#).

9 Guidance on vocational administrative processes

We have published all current administrative guidance on our website, which provides the necessary information to carry out these processes. This will be particularly helpful for new exams officers undertaking these administrative tasks.

Please see below to find the relevant guidance:

- [How to gain approval for additional BTEC/NVQ qualifications](#)
- [How to make vocational registrations via Edexcel Online or EDI/A2C](#)
- Our BTEC Firsts that contain an onscreen externally assessed component require the use of our Pearson Onscreen Platform (POP). Please refer to our [guidance](#) on how to install the platform and deliver these onscreen tests
- [How to transfer registrations between programmes](#)
- [How and when to report learner achievement](#)
- Information on the [different types of vocational award certificates](#)
- [Access arrangements and special consideration for externally assessed for BTECs](#)