



Pearson

# **Guidance on the completion of the Pearson BTEC Higher Nationals Annual Programme Monitoring Report(s) covering 2015-2016 delivery**

## **Introduction**

In early 2016 Pearson piloted the Annual Programme Monitoring Report (APMR), in order to support providers of Pearson BTEC Higher National qualifications with the annual review of their Pearson BTEC Higher Nationals provision. The pilot ended in April 2016, and as a result the APMR process and the template have both been revised. The template, which was designed in consultation with the QAA, has been updated in the hope that it will further aid centres to internally annually review their HN programmes. The template can be found by clicking [here](#).



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## **Purpose**

The annual programme monitoring process will enable Pearson to annually evaluate Pearson's BTEC Higher National provision across the world, potentially identifying trends, as well as areas of good practice and areas for improvement. The findings from the APMRs will feed into a generic anonymised annual report that we will publish. The report will not identify any BTEC Higher National providers or students.

The Pearson review report will assist Pearson to annually consider the Pearson BTEC Higher National qualifications in a comprehensive way and it will inform the following areas:

- Support required for students and tutors in terms of subject resources made available on HN Global, the HN online platform
- Support for tutors in terms of the training made available annually by Pearson
- Appropriate quality assurance for the delivery and assessment of the Pearson BTEC Higher Nationals
- Pearson's ability to conduct annual internal reviews of our Pearson BTEC Higher National programmes, leading up to the periodic qualification reviews due to take place once every five years

## **Scope**

All Pearson UK and International centres that had approval to deliver Pearson BTEC Higher National programmes during 2015-2016 will be required to submit an annual review of their Pearson BTEC Higher Nationals delivery for that period.

## **Process for submission of review of 2015-2016 HN delivery**

The findings of the 2015/16 APMR will be published in an annual report by the end of September 2017.



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## **Pearson APMR Template Layout**

If you choose to use the Pearson APMR template then please feel free to add or delete lines as you see fit.

## **General APMR Format**

Please ensure that you submit your completed APMR(s) in a Word document format. This will facilitate the analysis of the information provided.

It should be possible to review multiple programmes using the Pearson template, however if your centre's own APMR form is being used and it does not cover multiple programmes, then please complete a separate APMR form for each Pearson BTEC Higher National Programme that you offer. If you offer both a BTEC Higher National Certificate and a BTEC Higher National Diploma with the same programme title, they should be included on the **same** APMR.

Please place your centre number in the footer of each page of your APMR(s) submission.

## **Submission**

We will require all centres to submit their 2015/16 APMR(s) to us by **30<sup>th</sup> November 2016**, please return your completed forms to **HNQA@pearson.com**. Please remember you can either use our template or submit one of your own. Use of the [Pearson template](#) is **OPTIONAL**. You can either adopt it fully or you can simply use it to inform your own APMR.

If you have already completed an APMR for your Pearson BTEC Higher National provision for 2015-2016, then please feel free to submit it at any time before **30 November 2016**.