



Pearson

FAQs on student registrations for all Pearson BTEC Higher Nationals

This update refers to the implementation of the annual student registration for **all** BTEC Higher National students, further to the following communications:

- [Important changes BTEC Higher Nationals - June 2016](#) (UK)
- [Important changes BTEC Higher Nationals - June 2016](#) (International)
- [Annual student registration reminder - February 2017](#)
- [Annual student registration reminder - October 2017](#)
- [Final reminder - October 2017](#)

We have put together a **comprehensive Q&A** for your reference, which you can find below.

1. How does the BTEC Higher National Annual Registration work?

- From September 2016, we required **all** centres to confirm **all** BTEC Higher National student registrations for second and subsequent years of study.
- An annual registration fee of £20.00 per student / per year is applicable for those students continuing into their second / subsequent years of study.
- This fee is in addition to the initial qualification registration fee applicable at the start of their programme of study.
- The annual registration and associated fee therefore becomes applicable for students who enter into their second or subsequent year from 1 September 2017 onwards.

2. What is the purpose of this new process?

- When a student registers on a BTEC Higher National qualification, they have a maximum period of five years in which to complete the qualification.
- We want to ensure we have accurate and timely information regarding **all** BTEC Higher National students who are continuing on their programmes.
- We have aligned our processes with those followed by students undertaking Higher Education through a University.
- This process will allow you and us to better monitor students' completion, withdrawals and achievements.



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3. To whom does it apply?

- This annual registration applies to **all centres** delivering **all** BTEC Higher National qualifications.

4. How will the process operate for the annual registration?

- The main registration period for BTEC Higher Nationals is between **1 September and 1 November** annually.
- On 15 October 2018, we will inform you of the number of students who were registered after 1 September 2016 and are in their second or subsequent year of study on **any** BTEC Higher National qualification. Centres are reminded to certificate or withdraw / delete inactive students.
- On 16 November 2018, we will invoice you for the remaining active BTEC Higher National students who were registered on or after 1 September 2016 and are in their second or subsequent year of study.

5. What happens outside of this period?

- The process will operate as above, on a monthly basis from 1 December. Please ensure you certificate or withdraw / delete inactive students.
- We will invoice for the remaining active BTEC Higher National students in scope the following month.
- The process will repeat on a monthly basis until 1 August.
- The annual registration fee is only paid once during each year of study for each student in scope.

6. Who are the students subject to this process?

- Students who were registered on **any** BTEC Higher National qualification (RQF/QCF/SRF) on or after 1 September 2016 and are now in their second or subsequent year of study.

7. Will there be a period to allow for any certification, withdrawals or deletion actions to take place? If so, how long?

- There is a one month grace period, as outlined above.

8. What are the award codes subject to this annual registration and fee?

- This relates to all BTEC Higher Nationals (QCF/SRF/RQF).



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9. How will centres be invoiced once the registration is confirmed?

- Pearson's invoice will be one invoice per group of students. Centres should use Edexcel Online to obtain more details of students impacted.
- Pearson will no longer automatically provide details of each individual student.

10. If a student is studying full time on an HNC, then decides to register onto the HND in their second year, will this also require the student to be counted as a second year re-registration?

- If a student is studying an HNC, and then decides to study an HND, this transfer/top up from an HNC to an HND counts as a new registration and this will reset their start date, so the annual registration would not come into effect until their second year on the HND.

11. If a student tops up from HNC to HND they will not need to be counted in the annual registration unless they move into a third year. Is that correct?

- Yes, that is correct for students starting in 2016. A student who certificates at HNC in one year having started in 2016, then returns the following year and is re-registered on the HND will not incur the £20 annual (but will pay the 'top-up' fee) fee unless they take more than one calendar year to complete the 'top up' HND.

12. How will the process work for centres that have multiple intakes each year?

- The verification process with centres will operate on a monthly basis (with a break during the peak registration time). Please see above.

13. Will Pearson ask centres to delete or withdraw inactive students?

- Yes. See point 4 above. Pearson will be sending reminders to centres to withdraw / delete inactive students. This will ensure accurate information regarding active students on BTEC Higher Nationals.