



Pearson

**Guidance on the completion of the
Pearson BTEC Higher Nationals
Annual Programme Monitoring Report(s)
covering 2016-2017 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 were both revised. The summary report of the findings from the pilot APMR for 2014-15 delivery can be found on [HN Global](#) or by clicking [here](#).

Following the pilot APMR we asked centres to submit their annual programme reviews for their 2015-16 delivery. Centres were able to send us their programme reviews using their own forms, or by adopting our revised template. The Pearson APMR template was designed in consultation with the QAA and it was 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](#). The summary report for the 2015-16 APMR will be available in September 2017.

The APMR process for 2017 will differ slightly. Following the pilot and the 2015-16 APMR process, we have designed an online APMR form. Centres can continue to conduct their annual individual HN programme reviews as before using their own forms, or by adopting the Pearson APMR template. We will then ask centres to complete the new Pearson online APMR form, which focuses on the **centre's HN provision as a whole**. The form also enables a centre to highlight areas of good practice or areas for improvement in relation to specific individual HN programme. All centres approved to deliver Pearson BTEC Higher Nationals will need to complete the online APMR form. An outline of the revised process can be found on page 5.

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 Pearson 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 2016-2017 must submit an annual review of their Pearson BTEC Higher Nationals delivery for that period.

What happens if I don't submit the online APMR form?



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The annual programme review is an essential part of the enhanced quality assurance measures for approved Pearson BTEC Higher National centres, as well as being an expectation under the QAA's Quality Code ([Programme Monitoring and Review - Chapter B8](#)). Should a centre fail to submit their online APMR without good reason their External Examiner will be notified. Non-submission could lead to a quality block or to the removal of programme approval.

Submission

We will require all centres to submit their Pearson online APMR form for 2016/17 to us by **30th November 2017**.

Queries

If you have any queries please contact us at HNQA@pearson.com.

Process for submission of review of 2015-2016 HN delivery

A guide to using the Pearson online APMR form can be found [here](#) and below is an outline of the process.

