

**Guidance on the completion of the
Pearson BTEC Higher Nationals
PILOT Annual Programme Monitoring
Report(s) for 2014-2015**



Introduction

Pearson has developed a pilot 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 completed APMRs will be analysed by Pearson to annually evaluate Pearson's BTEC Higher National provision across the world and we will look for trends, areas of good practice and areas for improvement. The findings from the APMR will feed into a generic anonymised annual report that we will publish. The report will not identify any BTEC Higher National providers or students.

Our report will help us to annually consider our 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, our online platform
- Support for tutors in terms of the training made available annually by Pearson
- Our ability to quality assure the delivery and assessment of the BTEC Higher Nationals
- Our ability to conduct annual internal reviews of our BTEC Higher National programmes, leading up to the periodic BTEC Higher National qualification reviews due to take place once every five years

The APMR for 2014-2015 programmes will be a **pilot** for all interested centres and we are looking forward to receiving feedback on the ease of completion of the report(s), the overall content, the timing of release and the timeframe for completion etc. It is our aim to use the feedback that we receive to revise the APMR and to create a pre-populated online version, which all BTEC HN centres will be required to complete. We intend to launch the online version of the APMR from September 2016, for academic year 2015/6.



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Scope

We would like providers of our Pearson BTEC Higher Nationals to complete an APMR for **each** programme delivered in 2014-2015. The APMR will only consider BTEC Higher Nationals, therefore no other qualifications should be considered.

Layout

The APMR is in three parts, A, B and C. In the pilot APMR please complete parts A and B. It is not possible to complete part C, as this is the first Pearson APMR. It is our intention to use the pilot as the basis for developing an online pre-populated APMR, which would contain the data that Pearson holds in part B. We hope to launch the online APMR in 2016-2017.

Please feel free to add or delete lines as you see fit, but please do provide data using the tables available in the APMR.

Format

Please submit the completed APMR(s) in a Word document format. This will facilitate the analysis of the data provided.

Please complete a separate APMR form for each Pearson BTEC Higher National Programme that you offer, however, if you offer both a BTEC Higher National Certificate and a BTEC Higher National Diploma with the same programme title, both should be included on the same APMR.



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Submission

Please submit your completed APMR(s) to hnqa@pearson.com by the end of **Thursday 28th April 2016**.

Given that this is a pilot, if you have already completed an APMR for your Pearson BTEC Higher National provision for 2014-2015, then we are happy to accept it. We are keen to avoid a duplication of effort for centres, so seeing APMRs that have already been developed by centres will assist our own APMR development process.