

Pearson BTEC Higher National Approval Guidance – 2018

Background

Programme Review and Approval (PRA) is in addition to our standard approval process, which will help to closer align our quality assurance measures with Higher Education expectations. For existing providers¹ we will carry out an internal review of the BTEC Higher National provision within your approved centre, before granting approval to deliver the new BTEC Higher Nationals. The PRA process will be compulsory for all existing approved providers seeking to offer the **new** Pearson BTEC Higher National phase III subjects from 2018. Approval to deliver the new Pearson BTEC Higher National qualifications will specify the following:

- The title of each new Pearson BTEC Higher National programme that your centre is approved to deliver;
- The maximum number (which will include up to 50% growth each year) of students your centre can register on the approved Pearson BTEC Higher National programme each year, before seeking additional approval for increased growth;
- The length of approval for each new Pearson BTEC Higher National programme; and
- The approved mode(s) of programme delivery.

The PRA process will also set out the terms and conditions for delivery of the new Pearson BTEC Higher National qualifications, which will need to be accepted before approval can be granted.

How will the approvals process work for phase III HN subjects?

The **phase III** HN programme review and approvals will be split into three parts:

Part A	Part B	Part C
HN Health HN Health England HN Music HN Sport HN Sport & Exercise Science HN Hospitality Management HN Creative Media HN Performing Arts HN Travel & Tourism	HN Social and Community Work	HN Animal Management HN Public Services HN Horticulture HN Agriculture

¹ Providers means ALL Pearson approved Higher National centres / colleges

The part of Phase III in which the subject is placed is determined by when that subjects' specification is published and will determine when we will contact you about the next stage(s) of the approvals process.

The approval process that applies to your centre will depend on your current status. We have categorised providers in four ways:

Approved providers already actively delivering one or more Pearson BTEC Higher Nationals (Phase III subjects)	Approved Providers not actively delivering one or more Pearson BTEC Higher Nationals (Phase III subjects)	Providers going through the process of seeking approval to deliver one or more Pearson BTEC Higher Nationals (Phase III subjects)	New Providers that have not yet started an application seeking approval to deliver one or more Pearson BTEC Higher Nationals (Phase III subjects)
New PRA process applies	New PRA process applies	Vocational Qualification Approval form to be completed	Vocational Qualification Approval form to be completed

If the PRA process applies to your centre, we have created three stages in order to recognise that for the majority of our providers we will only need a 'light touch' approach to approval, and for some of our other providers, will we need to conduct a more detailed analysis before approval can be granted.

1. **Automatic Approval** – we will internally apply predefined criteria and if your centre meets the criteria you will be automatically eligible for approval to deliver the new Pearson BTEC Higher National qualification(s). If your centre is eligible for automatic approval you will receive a letter from us confirming your eligibility. The letter will invite you to accept our new terms and conditions by signing the enclosed declaration, and to confirm you will pay the £100.00 fee. The declaration will include the new terms and conditions and your estimation of the number of **maximum** number of students you intend to register each year. Please remember that your maximum number will need to include your planned percentage growth, which can be up to 50% each year. The figure of up to 50% growth will provide your centre with the scope for manageable growth.

Once we receive your signed declaration and your planned student registrations for the duration of your approval we will then consider your registration plans and if appropriate, we will issue your approval letter. Automatic approval will be granted based on your current mode(s) of delivery and an acceptable estimation of your intended student registrations. If you wish to substantially increase your student registrations then please contact us so that further enquiries can be made (hnqa@pearson.com). If you would like to seek to deliver by way of distance learning, then you will need to complete and return the Distance Learning Self Assessment form that can be found in the Appendix A of the [Pearson Distance Learning and Assessment policy](#).

Please note centres that have been approved for the 2010 versions² of a phase III Higher National in 2017, will automatically be considered an auto approval for the RQF equivalent.

Once approval has been granted we will then invoice you for the £100.00 fee. Non-payment could

² On the previous qualification credit framework



be deemed to be a breach of the terms of your programme approval.

2. **Desk-based review** – if your centre is ineligible for automatic approval then you will be given the option to go through a desk-based review. Before the desk-based review can commence, your centre will need to indicate that you wish to proceed and that you will settle the fee of £250.00 in full once the desk-based review has been conducted. Pearson will then internally carry out more in-depth approval analysis, including a review of External Examiner reports, QAA Reports, Ofsted reports (where applicable) etc. A Pearson reviewer will fully consider those reports and information from both internal and external sources before recommending one of the following outcomes:

- 2.1.1. Approval granted; or
2.1.2. Further enquiries required and a full visit needed.

We will advise you in writing of the outcome of the desk-based review and if approval has not been granted, then you can decide if you would like to proceed to a full visit.

3. **Full visit** - if approval is not granted after a desk-based review then Pearson can take the decision to carry out a full visit in order to determine if your centre is eligible for approval. Once you have indicated your intention to proceed, you will be invoiced the fee of £250.00 in advance (if a visit is needed). If you are a **UK centre** and you have had either an Academic Management Review (Alternative Providers) or a Quality Management Review (Further Education Colleges) visit within 10 weeks prior to the desk-based review, then the details of that visit will be considered rather than conducting another visit. If a visit is not required then you will not be invoiced £250.00. For **International centres**, a recent External Examiner visit within the previous 10 weeks period would be considered rather than arranging a separate visit. The outcomes following a full visit could be:

- 3.1.1. Approval granted and letter issued including declaration and new terms and conditions; or
3.1.2. Refusal of approval confirmed in writing

We will advise you in writing of the outcome of the visit. It is not possible to appeal against a decision by Pearson to refuse approval.

Approval fees

- For automatic approval the fee will be **£100.00**
- For the desk-based review which is a more in-depth approval process, including a review of External Examiner reports, QAA Reports, Ofsted reports etc., the fee will be **£250.00**.
- For existing providers requiring a visit so that Pearson can be assured that the provider has the necessary resources to deliver the programme, the total fee will be **£500.00**.

What happens now?

We appreciate that you will be keen to find out your approval status as soon as possible. We will contact existing providers of the BTEC Higher Nationals in the phase III subjects about their approval status between **31 October 2017** and **31 January 2018**. Those providers delivering phase A programmes will be contacted first, followed by providers delivering phase B programmes, then finally those delivering phase C programmes. If your centre is ineligible for automatic approval then by **1 February 2018**, you will have been contacted and asked if you wish to seek approval to deliver the new Pearson BTEC Higher National in the phase III subjects, by way of a desk-based review.

If you are not currently approved to deliver the current 2010 BTEC Higher Nationals in the phase III subjects and you wish to seek qualification approval, then you will need to submit a supported application for Vocational Qualification Approval (UK or International). Your Pearson representative can advise you in relation to this.

Questions?

If you have any queries then you can direct them to the following email inboxes:

Approved Providers already actively delivering one or more Pearson BTEC Higher Nationals (phase III subjects)	Approved Providers not actively delivering one or more Pearson BTEC Higher Nationals (phase III subjects)	Providers going through the process of seeking approval to deliver one or more Pearson BTEC Higher Nationals (phase III subjects)	New Providers that have not yet started an application seeking approval to deliver one or more Pearson BTEC Higher Nationals (phase III subjects)
Higher Nationals Quality Assurance team: hnga@pearson.com	Higher Nationals Quality Assurance team: hnga@pearson.com	UK Center Approvals team: ukvoapproval@pearson.com International Centre Approvals team: Internationalvqapproval@pearson.com	UK Center Approvals team: ukvoapproval@pearson.com International Centre Approvals team: Internationalvqapproval@pearson.com

Programme Review and Approval

