



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 works?

- From September 2016, we require 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 will be 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 year in September 2017.

## 2. What is the purpose of this new process?

- When a student registers on a BTEC Higher National qualification, they have a 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 University.
- This 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 the 1 November** annually.
- On the 15 October 2017, we will inform you of the number of students registered onto all BTEC Higher National qualification between 1 September and 15 November of the previous year. Centres are reminded to certificate or withdraw / delete non-active students.
- On the 16 November 2017, we will invoice you for the remaining active BTEC Higher National students registered between 1 September and 15 November in the previous year.

### **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 non-active 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.

### **6. Who are the students subject to this process?**

- The first students who are in scope of this annual confirmation of continued registration are those students on **all** BTEC Higher National qualifications (RQF, SRF) that have registered on or later than 1 September 2016.

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

- Grace period is one month, as above in process.

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

- This relates to ALL BTEC Higher Nationals (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.

**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 nor be charged the top up fee 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 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 non active students. This will ensure accurate information regarding active students on BTEC Higher Nationals.