**Applying to include locally-devised units in Pearson BTEC Higher National qualifications**

If you identify a specific need that cannot be addressed using Pearson BTEC Higher National qualification units in the published specification(s), you can seek Pearson’s approval to import centre-devised units into the qualification up to the advised maximum amounts of credit for a Pearson BTEC Higher National Certificate (HNC) or a Pearson BTEC Higher National Diploma (HND), in the unit rules of combination of the relevant subject specification. Usually this is up to 30 credits for an HNC diploma and up to 60 credits for an HND diploma.

You must include in your application a clear rationale on why you are applying for their inclusion and the progression benefits to your students of taking the unit(s) you are applying for. Pearson will then review your application and if approved, support you in the next stage of the units’ development and inclusion.

The locally-devised units can be authored by your centre subject to Pearson’s review and approval process and that they meet Pearson’s BTEC Higher National Academic Regulations. Alternatively, you may seek design and development of these units by Pearson. Applications for approval of locally-devised unit(s) must be made one year **in advance** of the first year of delivery of the locally-devised unit(s), using the form found in Appendix A of this document. You must obtain approval from Pearson before you start to deliver the units.

**How do I apply for approval of locally-devised units for Pearson Higher Nationals?**

1. The centre application should be sent to [highernationals@pearson.com](mailto:highernationals@pearson.com) using the locally-devised unit application form in Appendix A.
2. The Higher National Unit (HNU) will review your unit development proposal and indicate whether or not inclusion of the proposed units would undermine the original objective of the qualification. If your proposal is accepted, Pearson will supply you with an indicative price for approval of locally-devised units and development milestones. Please note that prices vary according to the level of unit development and review work required.

**Appendix A**

**Application to add locally-devised units to a Pearson BTEC Higher National qualification to meet a specific need**

You must not start delivering units before we agree your application.

Please submit this form to: [**highernationals@pearson.com**](mailto:highernationals@pearson.com)

You should submit the application form a year in advance of when you plan to first deliver the Pearson BTEC Higher National locally-devised units.

Pearson may reject applications where units are already being delivered to students without its approval.

**Details of the application**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Centre Name and Address | |  | | Centre Number | |  |
| HN Qualification title (s) | |  | | | | |
| Qualification Number (s) | |  | | | | |
| Contact for this request | |  | | | | |
| Email address |  | | Phone No. | |  | |

To ensure that we can consider your application, please remember:

* To check the qualification structure to see if locally-devised units are permitted and how much credit may be included
* That locally-devised units cannot replace Mandatory Core Units.

**Unit titles of locally-devised units to be added as optional units**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit title** | **Unit Level** | **Credit Value** | **Notional learning time \*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\***Notional learning time (in hours) represents an estimate of the total amount of time that could reasonably be expected to be required in order for a student to achieve and demonstrate the achievement of the level of attainment necessary for the award of the unit. This includes guided learning **and** the number of hours a student will reasonably be likely to spend in preparation, study, participation in education or training and assessment which is not under the immediate supervision of a lecturer, tutor or supervisor. (Total Qualification Time Criteria for All Qualifications – Ofqual 15/5775)

**Rationale for the proposed units**

|  |
| --- |
| **Proposed start date of the qualification using locally-devised units:** |
| You can only add units that offer content that is not available in the current optional units**. Please explain why the available optional unit choices do not currently meet the needs of the students.** |
| You should show how this change is important for your students. **Please explain how the addition of the proposed unit(s) enhance progression e.g. through letters showing local employer support; or requests by particular universities for certain units to articulate to their degree courses.** |
| **Identify any involvement by employers/industry in informing the design of the programme. Please name the employers that have been involved.** |
| **Identify the proposed mode of delivery e.g. class based; blended learning etc.** |
| Pearson will retain the intellectual property rights for centre-devised units used in Ofqual accredited Pearson BTEC Higher National qualifications and will ask you to sign an agreement to this effect.  **Who will author the locally-devised units – you, the centre or Pearson? If it is your centre can you please email copies of the centre-devised units with this completed form?** |

**Declaration by Head of Centre**

* I understand that the addition(s) are subject to review and cannot be used in the identified programme(s) until we receive confirmation from Pearson.
* I confirm that it is our centre’s responsibility to ensure the rules of combination as stated in the identified programme specification are adhered to.
* I confirm that my centre has the required staff and resources to deliver the optional centre-devised unit(s) identified.
* I acknowledge that if any of the above are not adhered to, certificates may not be issued and programme approval may be withdrawn.
* I understand that approval of an amendment by Pearson does not imply or guarantee that it will be supported by public funding bodies.
* I understand that Pearson has the right to refuse approval without giving reasons as to their decision.

|  |  |
| --- | --- |
| Signature of head of centre or designated representative  (Electronic copy of signature required) |  |
| Print name |  |
| Position within organisation |  |
| Date of submission |  |