

Delivery of Pearson Higher National Awards at the University of Suffolk

Introduction

1. In partnership with the University of Suffolk, the Partner Colleges deliver Pearson Higher National Awards within their University of Suffolk portfolios. These students are registered as University of Suffolk students, and as such are entitled to use University of Suffolk facilities and services. The courses are marketed as part of the University's portfolio on our website and in marketing publications such as the prospectus, and the provision is required to adhere to the University's quality assurance and monitoring processes. Consequently, it is important that the University ensures the quality of this provision and the associated student information that is provided.
2. The following paragraphs set out how the University of Suffolk works with its Partner Colleges to facilitate and support their delivery of Pearson BTEC Higher National awards. This framework should be read alongside:
 - Pearson's guidance and specifications as available from their website:
<http://qualifications.pearson.com/en/qualifications/btec-higher-nationals/about.html>
 - The University of Suffolk's Framework and Regulations for Higher National Awards¹.

Approval

3. All Pearson Higher National awards delivered in partnership with the University of Suffolk are delivered in line with the relevant Pearson Programme Specification and, as such, employ curricula already designed and approved by Pearson, the awarding body.
4. In order to advertise and deliver Pearson Higher National awards, Partner Colleges require formal approval from the University. This approval process seeks to ensure that the college has Pearson's approval to deliver the programme, the proposed course's material information is clearly set out for applicant and current students, and that requisite handbooks specific to the course have been appropriately prepared.
5. To gain approval for the delivery of a Higher National award, the college is required to submit to the University's Registry Services a completed Higher National course proposal form along with the following documentation representing the first year's delivery of the course:
 - a. A copy of Pearson's approval documentation for the provision
 - b. A Definitive Record for each named award proposed presented in accordance with the University's template and expectations.
6. The proposal will be submitted to the Quality Committee for approval. Until approved, the course cannot be marketed, and no students can be enrolled onto it.

Course Information

7. To enable the publication of accurate information about the course on the University website, Definitive Records for each course will be provided in accordance with the University's annual publication schedules.
8. At the beginning of each academic year the college will provide a list of programme team members, including the nominated Programme Leader, and their contact information to the University

¹ At the time of writing there were two versions of this document – one applying to students who initially enrolled onto Pearson Higher National awards prior to the end of August 2017 and the other for students enrolling onto the new Pearson Higher National awards from September 2017 onwards.

Partnerships Office. Should the identity of the Programme Leader be changed during the year, the Partnerships Office will be informed in a timely manner.

Course Change

9. Pearson's Higher National curricula allow a degree of flexibility over which units may be offered to students from a selection of optional units. Over time, and to meet local and employer requirements, colleges may seek to change which units they will offer to students. Where the decision is made to make a change, the college will be responsible for ensuring appropriate consultation is undertaken with relevant students and/or applicants before making the change. They will also inform the University Partnerships Office of the change in a timely manner and provide updated Definitive Record(s) for use on the University website and for the University's course file.

10. Should a college seek to make any other significant change to delivery of an approved Higher National award, such as to add or remove a study mode, add the delivery of the course at another location or discontinue the delivery of the course, explicit approval should be sought from the Quality Committee.

Quality Assurance

11. To enable the University to assure itself of the quality of the continued provision of Pearson's Higher National awards, in addition to considering their Higher National provision within their annual risk-based monitoring and enhancement (RiME) processes, the college will provide the following to the University's Partnerships Office annually:

- a. The Course Student Handbook at the beginning of each academic year
- b. A copy of the Staff Handbook for the course/programme (as required by Pearson in their UK Guide to Quality and Assessment) at the beginning of each academic year
- c. Copies of all external examiner reports, along with the course teams' responses
- d. Copies of the Annual Programme Monitoring Review produced for Pearson annually by each college
- e. Copies of the results of the Pearson's Annual Student Survey as provided to the college by Pearson.