



# **South Eastern Regional College**

## **Higher National Programme Regulations (RQF)**

**2018-19**

## **Table of Contents**

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
<b>2</b>	<b>Responsibilities .....</b>	<b>3</b>
2.1	Responsibilities of the College .....	3
2.2	Responsibilities of students .....	3
<b>3</b>	<b>Duration and Structure of the RQF Award .....</b>	<b>4</b>
3.1	Compensation Provision for the HND.....	4
3.2	Compensation Provision for the HNC.....	5
<b>4</b>	<b>Admission Requirements .....</b>	<b>6</b>
4.1	English Language Requirements .....	6
4.2	Accreditation of Prior Learning (APL) and Accreditation of Prior Experiential Learning (APEL) 6	
<b>5</b>	<b>HN GLOBAL .....</b>	<b>7</b>
<b>6</b>	<b>Assessment.....</b>	<b>7</b>
6.1	Assessment schedule .....	7
6.2	Assessment submission .....	7
6.3	Assessment grading – formative and summative .....	7
6.4	Resubmissions .....	8
6.5	Repeat Units .....	8
6.6	Late Submission.....	8
6.7	Extenuating Circumstances .....	9
6.8	Leave of Absence.....	9
<b>7</b>	<b>Progression.....</b>	<b>10</b>
7.1	Final/Overall Grading of Award .....	10
7.1.1	Note on awards of Pass, Merit or Distinction criteria.....	10
7.1.2	Summary of grades .....	11

## **1 Introduction**

These regulations apply to all Pearson HNC/HND RQF awards offered by the College. It should be read in conjunction with the General Programme Regulations in the HE Handbook. The College reserves the right to make reasonable changes to the regulations where it will assist in the proper delivery of education. These changes will normally come into effect at the beginning of an academic year. The College may introduce changes during the academic year when it reasonably considers these to be in the interests of students or where this is required by law.

## **2 Responsibilities**

### ***2.1 Responsibilities of the College***

The College will ensure that students have access to the Pearson Higher National Regulations and supporting policies and procedures. All relevant processes required by Pearson to deliver a Higher National are detailed in the policies and procedures of the College. The main processes can be found in the HE Higher Education Programme Standard Operating Procedure (SOP). This along with any other relevant SOPs can be found in the key policies and procedures section of the SERC website and programme Moodle sites. These include:

- Academic Misconduct
- Mitigating circumstances and leave of absence
- Appeals and Complaints

The Programme Coordinator will ensure that the assessment requirements for the course are published. This will include:

- Student handbook including programme specification
- Assessment schedule (including reassessment dates)
- Learning outcomes, assessment criteria, weightings and mode(s) of assessment for each unit
- Procedures for the submission of assignments, including the procedure for dealing with late submission of work, and indicative feedback dates
- Criteria relating to grading and marking schemes

### ***2.2 Responsibilities of students***

It is their responsibility to:

- Ensure that they read and comply with the assessment regulations for the Pearson Higher National course, supporting policies and procedures

### 3 Duration and Structure of the RQF Award

From September 2017, SERC introduced the Pearson RQF HN awards in Business, Engineering, Computing and Construction.

The table below summarises examples of the normal duration of a programme for students studying on full-time or part-time RQF HNC/HND awards.

Mode of attendance	Normal Duration of programme	Normal credits per year
Part-time HNC	2 years	60 credits
Full-time HNC	1 year	120 credits
Part-time HND	4 years	60 credits
Full-time HND	2 years	120 credits

To achieve a Pearson BTEC Higher National Diploma qualification a student must have:

- Completed at least 90 credits at level 4 before progressing to level 5. The remaining 30 level 4 credits can be completed while undertaking level 5 study.
- Completed units equivalent to 120 credits at level 5
- Achieved at least a pass in 105 credits at level 5
- Completed units equivalent to 120 credits at level 4
- Achieved at least a pass in 105 credits at level 4

Students undertaking a HND who fails to successfully complete the full qualification may be awarded a HNC, if their credit achievement permits.

To achieve a Pearson BTEC Higher National Certificate qualification a student must have:

- Completed units equivalent to 120 credits at level 4
- Achieved at least a pass in 105 credits at level 4

Units are usually 15 credits in value. Each 15 credit unit approximates to a Total Qualification Time (TQT) of 150 hours which includes 60 hours Guided Learning (GL). TQT is the estimated total amount of time that a student could achieve a unit in. GL is the time when a tutor is present to give specific guidance towards the learning aim being studied.

#### 3.1 Compensation Provision for the HND

A student can still be awarded a HND if they have not achieved a minimum of a Pass in one of the 15 credit units at Level 4 and one of the 15 credit units at Level 5 but they have otherwise fulfilled all the above conditions.

### 3.2 Compensation Provision for the HNC

A student can still be awarded a HNC if they have not achieved a minimum of a Pass in one of the 15 credit units but they have otherwise fulfilled all the above conditions.

The calculation of the overall qualification grade is based on the student's performance in all units to the value of 120 credits. Students are awarded a Pass, Merit or Distinction qualification grade using the points gained through all 120 credits, at Level 4 for the HNC or Level 5 for the HND, based on unit achievement.

- All units in valid combination must be attempted (120 credits)
- At least 105 credits must be Pass or above
- All 120 credits count in calculating the grade
- The overall qualification grade is calculated in the same way for the HNC and for the HND
- The overall qualification grade for the HND will be calculated based on student performance in Level 5 units only.

	Points per credit
Pass	4
Merit	6
Distinction	8

#### Point boundaries

Grade	Point Boundaries
Pass	420-599
Merit	600-839
Distinction	840 +

Students undertaking an HND who fail to successfully complete the full qualification may be awarded an HNC, if their credit achievement permits.

Exceptionally, schools may offer a bespoke method of delivery for courses.

If the normal duration of a course is exceeded there may be funding implications for confirmed registrations.

BTEC Higher Nationals consist of core units, specialist units and optional units:

- Core and specialist units are mandatory
- Specialist units are designed to provide a specific occupational focus to the qualification and are aligned to Professional Body standards.

The specific units offered are published on the Course Descriptors on the SERC website. Any changes to these will be communicated in-line with the information about Higher Education SOP. Student choice in specialist units will be determined by level of demand and availability of resources including staffing.

#### 4 Admission Requirements

Admission requirements are publicised annually through Course Descriptors on the SERC website. The admission process may include vocational assessment as well as interview process and academic achievement. The Admission process is detailed in the SERC Admission SOP in the key policies and procedures section of the SERC website.

##### 4.1 English Language Requirements

Pearson require that non-native English speakers show the following proficiency in English language to gain admission.

Language of delivery/assessment	English language requirements
HN is taught and assessed in English	<p>Non-native English speakers and those students who have not had their final two years of schooling in English will need to demonstrate one of the following on entry:</p> <ul style="list-style-type: none"> <li>• Common European Framework of Reference (CEFR) B2 or;</li> <li>• IELTS 6.0: minimum of 5.5 in all skill sets, or;</li> <li>• PTE 51 or;</li> <li>• Or equivalent (Examples of equivalent qualifications would be a GCSE in English, Level 3 Programmes, Essential Skills in Literacy Level 2, ESOL Level 2 or another qualifications gained at an Institution within the UK).</li> </ul>

The International Office will provide guidance and Course Coordinators must involve them in the admission process of a non-native speaker.

##### 4.2 Accreditation of Prior Learning (APL) and Accreditation of Prior Experiential Learning (APEL)

Applicants to Higher Nationals who hold relevant industrial experience may use the APL and APEL processes for admission.

Studies pursued and examinations passed in respect of other qualifications and/or evidence from the accreditation of prior experiential learning, may be accepted as exempting candidates from part of an approved programme.

This process is detailed in the Accreditation or Prior Learning SOP within the HE Programme SOP.

## 5 HN GLOBAL

HN Global is an online resource that support students and help in planning delivering Pearson HNs.

It is a **requirement** that HN RQF students are registered on HN Global. This should occur early in the first semester through tutorials. The HN Global website is available at [www.highernational.com/user/login](http://www.highernational.com/user/login) and provides a wealth of support for students and lecturers.

## 6 Assessment

### 6.1 *Assessment schedule*

Students will be given an assessment schedule, detailing assessment submission dates, within the first two weeks of study of each unit.

### 6.2 *Assessment submission*

Assignments are to be submitted at the time, date, and method stated by the subject tutor. An electronic and a hard copy of an assignment must be submitted unless otherwise stated by the unit tutor. Electronic assignments should be submitted on Moodle and this will allow the student to check their own work for plagiarism prior to submission. Tutors will also check work for plagiarism. Assignments are on time only when they are submitted by the time stated.

All assignments, whether submitted electronically or as a hard copy, must be accompanied by the relevant front cover sheet (signed as a declaration of own work) and task sheet. Assignments will not be marked without them. Assignments should be submitted at the locations stated in the HE Handbook. It is the student's responsibility to ask for a receipt. The receipt sheet is found in the Appendices in the HE Handbook.

### 6.3 *Assessment grading – formative and summative*

Formative Assessment: Once an assignment has been submitted as required, it will be marked, the achieved criterion (ia) will be identified on the front cover sheet and there will be written feedback for improvement from the subject tutor. This formative assessment will enable students to make improvements to consolidate a Pass or attain a higher grade. The work will be returned to the student within three weeks. If a student feels that an unreasonable delay has occurred in returning work they should speak to their tutor in the first instance and the Course Coordinator if the issue is not resolved.

Summative Assessment: Following formative assessment the student has one opportunity to address the feedback provided. This is the summative assessment. The work should be submitted one week following the original return by the tutor. The original assignment plus the updates should be resubmitted. This opportunity is only available if the assignment has been submitted within the deadlines set.

The grades awarded at summative assessment will be submitted to an Assessment/ Examination Board which take place in January, June and August.

#### **6.4 Resubmissions**

A student who, for the first assessment opportunity, has failed to achieve a Pass for that unit specification shall be expected to undertake a reassessment:

- Only one opportunity for reassessment of the unit will be permitted.
- Reassessment for course work, project or portfolio-based assessments shall normally involve the reworking of the original task.
- For examinations, reassessment shall involve completion of a new task.
- A student who undertakes a reassessment will have their grade capped at a Pass for that unit.
- A student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.

#### **6.5 Repeat Units**

The following applies to a student who, for the first assessment opportunity and resubmission opportunity, still failed to achieve a Pass for that unit specification:

- At the provider's discretion and Assessment Board, decisions can be permitted to repeat a unit.
- The student must study the unit again with full attendance and (if required) payment of the unit fee.
- The overall unit grade for a successfully completed repeat unit is capped at a Pass for that unit.
- Units can only be repeated once.

The External Examiner is likely to want to include assessments that have been re-submitted as part of the sample they will review.

#### **6.6 Late Submission**

If a student submits an assignment after the submission time and date and there are no extenuating circumstances, it will be treated as a 'late submission'. The work will be marked at the tutor's discretion. It is likely that the late work will not be marked until the end of the semester. The assignment will be graded as normal with the criterion (ia) met identified on the front cover sheet and written feedback from the subject tutor. This feedback will provide guidance for future development and recognise the learning that has been achieved. As the work is late a penalty will be applied at this stage and a Pass is the maximum grade that will be awarded.

As with all assessment results, both the uncapped and capped marks should be recorded and ratified by the Examination Board; taking into account any mitigating circumstances that may have been submitted.

A late assignment may take advantage of the Resubmission opportunity (see 6.4).

### **6.7 Extenuating Circumstances**

If you can satisfy the Programme Coordinator that you were unable to complete all or part of an assignment through illness or extenuating circumstances you may be permitted to submit coursework or complete a written examination at an agreed date.

An extenuating circumstance is defined as something over which the student has no control. This can include accidents, family bereavement and serious illness. It does not include IT problems or minor illnesses.

Applications for extenuating circumstances must be submitted as soon as is practicable, using the EC1 form located in the HE section of the SERC website. The EC1 form should be supported by supplementary evidence in the case of illness. Supplementary evidence including medical certificates must be presented within 10 days of the submission date. Illness will not be accepted as an extenuating circumstances unless accompanied by a medical certificate.

Any EC1 approvals must be made by the Programme Coordinator. An accepted EC1 form removes late submission restrictions. EC1 approvals and extensions should be minuted at course team meetings.

The student must agree a revised submission date with the subject tutor and Programme Coordinator. The revised submission date should be recorded in writing by both tutor and student on the reverse of the front cover sheet. Extensions **should not** be after summative feedback has been issued for other students on the programme.

All extensions granted by the Programme Coordinator must be recorded and made available at the Assessment Board and to the External Examiner (EE). Recording details of extensions enables the Examination Board and the EE to confirm that the programme is operating consistently in accordance with the College and Pearson's policies and guidance.

### **6.8 Leave of Absence**

Students can apply for a Leave of Absence if they need to defer their studies, until the following semester or following academic year, due to exceptional circumstances. A Leave of Absence will normally be for the minimum period of at least one semester and the student will be guaranteed their place on the course if they return to their course on the agreed return date.

The Leave of Absence (LOA1) form, located in the HE section of the SERC website should be completed by the student and supporting evidence should be attached.

Both the LOA1 and the evidence should be submitted to the Programme Coordinator. Once the Programme Team has reviewed the request a decision will be made and the Programme Coordinator will notify the student of the outcome within four weeks.

Ordinarily students who withdraw during the academic year will continue to be liable to pay the full fees for the academic year, despite their withdrawal. If receiving a tuition fee loan from Student Loans Company (SLC), through Student Finance NI (SFNI), this will cease when the student withdraws and the student will have to pay any remaining outstanding tuition fees. The College will, however, consider a Fee Suspension for students who have been granted a Leave of Absence by the Programme Team. If approved, this means that the student will not be charged fees during their Leave of Absence.

In such instances the student should state on their LOA1 that they are requesting a Fees Suspension. The Programme Coordinator will then forward a copy of the completed LOA1 form and evidence to the Finance Unit. Once a decision has been made on the Fees Suspension the decision will be communicated to the student by the Programme Coordinator. If receiving tuition fee support from SLC the Finance department will notify SLC of the fee suspension outcome and update the student's account on the College's Finance System.

## **7 Progression**

To progress to the next stage of the course (usually from Year 1 to Year 2) you must normally pass all modules at the level studied. You may, however, carry one module as long as you have made genuine attempts to complete the module by the August Examination Board or have extenuating circumstances. A student should not rely on the right to carry a module as this will depend on individual circumstances.

Re-sit fees will apply only if you have failed by the August examination board. A fee of £45.00 to cover administration and marking will be applied for each element of course work to be submitted following the August examination board. These fees will apply where there is resubmission without attendance.

### **7.1 Final/Overall Grading of Award**

#### **7.1.1 Note on awards of Pass, Merit or Distinction criteria**

- To achieve a Pass, a student must have satisfied all the Pass criteria for the learning outcomes, showing coverage of the unit content and therefore attainment at Level 4 or 5 of the national framework.
- To achieve a Merit, a student must have satisfied all the Merit criteria (and therefore the Pass criteria) through high performance in each learning outcome.
- To achieve a Distinction, a student must have satisfied all the Distinction criteria (and therefore the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.

The award of a Pass is a defined level of performance and cannot be given solely on the basis of a student completing assignments. Students who do not satisfy the Pass criteria should be reported as Unclassified.

**7.1.2 Summary of grades**

In order to achieve a pass in a unit	<ul style="list-style-type: none"> <li>• all learning outcomes and associated assessment criteria have been met</li> </ul>
In order to achieve a merit in a unit	<ul style="list-style-type: none"> <li>• all learning outcomes and associated assessment criteria have been met</li> <li>• all merit grade descriptors achieved</li> </ul>
In order to achieve a distinction in a unit	<ul style="list-style-type: none"> <li>• all learning outcomes and associated assessment criteria have been met</li> <li>• all merit and all distinction grade descriptors achieved</li> </ul>