



Pearson is the brand name for the BTEC vocational qualifications, including NVQs and Functional Skills. Pearson is also an editorial and has many other products and services for the students. Edexcel is the brand name for academic and general qualifications from Pearson, including GCSEs and 'A' levels. The transition of Edexcel BTEC to Pearson BTEC started some time ago in 2013 and now all BTEC qualifications are under the Pearson brand. Nevertheless the online platform is still called Edexcel online (EOL) and manages both qualifications. BTEC qualifications help learners either progress to higher education or go directly into employment. They are grounded in the quality traditions of the British education system and are relevant for today's UK and international learners



BTEC stands for Business & Technology Education Council and was established in 1984 in the United Kingdom to provide vocational education.

BTEC is a suite of international qualifications taught across the globe by leading educational institutes. Learners who undertake a BTEC qualification develop a blend of in-depth knowledge and important skills specific to a vocational sector such as IT, Business, Hospitality and Engineering.

There is a growing gap between what employers want, and the abilities of school leavers and graduates. BTEC offers a solution. The content of the course is based on real employer needs, and students are assessed via the innovative BTEC assignment process, which gets students to complete tasks that reflect real industry challenges. The BTEC is shaped to be relevant to your local environment and is taught by professionals with experience and contacts within the relevant industry.

BTEC is recognized by 95% of the UK Higher Education Institutes and over 400 universities worldwide – including several of The Times top 100 ranked universities in Australia, Singapore, Malaysia and Hong Kong. These universities provide top-up degrees for HND students.



ENTRY REQUIREMENTS

Intermediate or equivalent. Level 3 A Levels

Mature students (over 21 years of age) are also accepted, subject to professional reference and work experience along with the previous qualifications. All HND student applicants should have a level of English and mathematics that is appropriate for the course. The prospective applicants must appear for interview. This will enable the college to assess their competence, seriousness and maturity.

THE PROGRAMME STRUCTURE FOR PEARSON BTEC HIGHER NATIONALS SPECIFY:

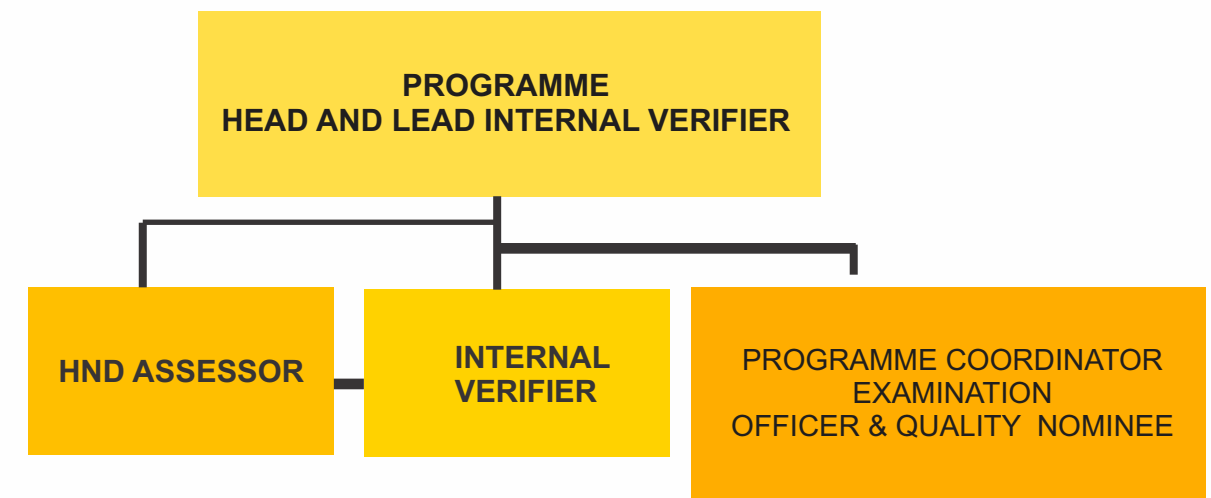
- The total credit value of the qualification
- The minimum credit to be achieved at the level of the qualification
- The core units
- The specialist units
- The optional units
- The maximum credit value in units that Pearson has allotted.

UNITS, CREDITS AND TOTAL QUALIFICATION TIME (TQT)

- The Pearson BTEC Higher National Certificate (HNC) is a Level 4 qualification made up of 120 credits. It is usually studied full-time over one year, or part-time over two years.
- The Pearson BTEC Higher National Diploma (HND) is a Level 4 and Level 5 qualification made up of 240 credits. It is usually studied full-time over two years, or part-time over four years.
- Pearson would expect that a HND student would have achieved at least 90 credits at Level 4 before progressing to Level 5 units. This allows for the student to submit the remaining 30 credits at Level 4 while undertaking their Level 5 study.
- Students undertaking a HND who fail to successfully complete the full qualification may be awarded a Higher National Certificate (HNC), if their credit achievement permits.

Pearson 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.
- Required combinations of optional unit.



HND PROGRAMME HEAD

Supervises the HND programme at UCI.

SUBJECT TEACHERS OR ASSESSORS

They are responsible for planning lessons, preparing resources including the assignment brief, assessing work and making sure that the students work/assignments are matching to the standards of Pearson and completed on time.

INTERNAL VERIFIER (IV)

This is the teacher in charge of the course. The IV must make sure that the units are being taught correctly and that sufficient resources are available. The IV will check the assessment of all teachers on the course; they sample the work of all students on the course and check the written feedback. The IV works with the assessors and the external verifier.

QUALITY NOMINEE

This person oversees all of the vocational courses to make sure that standards are being met. This will be done by:

- Visiting lessons
- Looking at students' work
- Collecting information on student achievement
- Surveying teacher/student views

EXAMINATIONS OFFICER

The examinations officer is responsible for registering students for the course and for claiming qualifications and the correct administration of students with Pearson. He is the administrator for EDEXCEL Online.



Students attend a mix of lectures and seminars. The students will be taught a minimum of 60 hours of guided learning. Emphasis is given to field trips and practical visits to businesses whenever possible.

The courses are assessed by assignments set by the UCI assessors following the guidelines of Pearson, UK. The assignments would be introduced during the teaching of the units and assessors will guide the students on how to complete the activities and write the reports for submitting their assignment reports.

Two units (units 6 and 11) have a Pearson set topic and they will require the students to do a research project. The unit assessors give local examples and the compulsory assignments have been situated in a local setting and referring to local industries and businesses.

HIGHER NATIONAL DIPLOMA (HND) IN BUSINESS

HND BUSINESS PATHWAYS

- 1 Accounting & finance
- 2 Business general
- 3 Business management
- 4 Marketing
- 5 Human resource management
- 6 Operations management
- 7 Entrepreneurship and small business management

The Higher National Diploma is an internationally recognized qualification that gives a solid foundation to students in all aspects of business. It covers areas such as how organizations function, how accounting processes work, understanding business law and setting up and developing a successful business project. At UCI we offer HND Business with speciality Business Management, Accounting and finance and marketing.



The BTEC HND Diploma in Business Programme has 8 Core units, 3 Specialist units and 4 Optional units over four semesters in 2 years or more, usually enrolment takes place twice a year. Students that join within the academic year will prepare the units that are being taught and complete the level within one year, after this the external verifier will assess the work of students and its evaluation by internal verifier. The course structure conforms to the university model of a two semester academic year with eight units per academic year, meaning sixteen units in total. Each unit is based upon a notional total student activity time, including class contact and private study. Students have to complete level 4 units before progressing into level 5 units.

The Pearson BTEC Business Level 5 HND Diploma is a qualification with a minimum of 240 credits. Level 5 HND programme that contains a minimum of 120 credits at level 4 and a minimum of 120 credits at level 5. Each module has a value of 15 credits except for unit 11 the Business Research Project that has 30 credits. The Three Pathways have the same common courses at level 4 and at level 5 specialty courses for each pathways are being taught.





LEVEL 4 (SEMESTER 1) 60 CREDITS HRS

| | | | | |
|----|---------------------------------------|------|---|----|
| U1 | The contemporary Business Environment | Core | 4 | 15 |
| U2 | Marketing Processes and Planning | Core | 4 | 15 |
| U3 | Human Resource Management | Core | 4 | 15 |
| U4 | Leadership and Management | Core | 4 | 15 |

LEVEL 4 (SEMESTER 2) 60 CREDITS HRS

| | | | | |
|----|----------------------------------------|----------|---|----|
| U5 | Accounting Principles | Core | 4 | 15 |
| U6 | Managing a Successful Business Project | Core | 4 | 15 |
| U7 | Business Law | Optional | 4 | 15 |
| U9 | Entrepreneurial Ventures | Optional | 4 | 15 |

LEVEL 5 (SEMESTER 3) 60 CREDITS HRS

| | | | | |
|-----|-------------------------------------|------|---|----|
| U19 | Research Project (Pearson Set) | Core | 5 | 30 |
| U20 | Organisational Behaviour Management | Core | 5 | 15 |
| U24 | Managing and Leading Change | Core | 5 | 15 |

BUSINESS MANAGEMENT PATHWAY

Level 5 (Semester 4) 60 Credits Hrs

| | | | | |
|-----|-------------------------------------|----------|---|----|
| U25 | Global Business Environment | Core | 5 | 15 |
| U26 | Principles of Operations Management | Core | 5 | 15 |
| U42 | Statistics for Management | Optional | 5 | 15 |
| U43 | Business Strategy | Optional | 5 | 15 |

ACCOUNTING AND FINANCE

Level 5 (Semester 3) 60 Credits Hrs

| | | | | |
|-----|-------------------------------------|------|---|----|
| U19 | Research Project (Pearson Set) | Core | 5 | 30 |
| U20 | Organisational Behaviour Management | Core | 5 | 15 |
| U21 | Financial Reporting | Core | 5 | 15 |

Level 5 (Semester 4) 60 Credits Hrs

| | | | | |
|-----|---------------------------|--------|---|----|
| U22 | Management Accounting | Core | 5 | 15 |
| U23 | Financial Management | Core | 5 | 15 |
| U42 | Statistics for Management | Option | 5 | 15 |
| U43 | Business Strategy | Option | 5 | 15 |

MARKETING

| | | | | |
|-----|-------------------------------------|------|---|----|
| U19 | Research Project (Pearson Set) | Core | 5 | 30 |
| U20 | Organisational Behaviour Management | Core | 5 | 15 |
| U33 | Marketing Insights and Analytics | Core | 5 | 15 |

Level 5 (Semester 4) 60 Credits Hrs

| | | | | |
|-----|---------------------------|----------|---|----|
| U34 | Digital Marketing | Core | 5 | 15 |
| U35 | Integrated Marketing | Core | 5 | 15 |
| U42 | Statistics for Management | Optional | 5 | 15 |
| U43 | Business Strategy | Optional | 5 | 15 |



After completing HND, students can get admission into a university and complete a BBA or a BSc at level 6 entry onto more than 400 universities programmes in the UK and other countries around the globe.

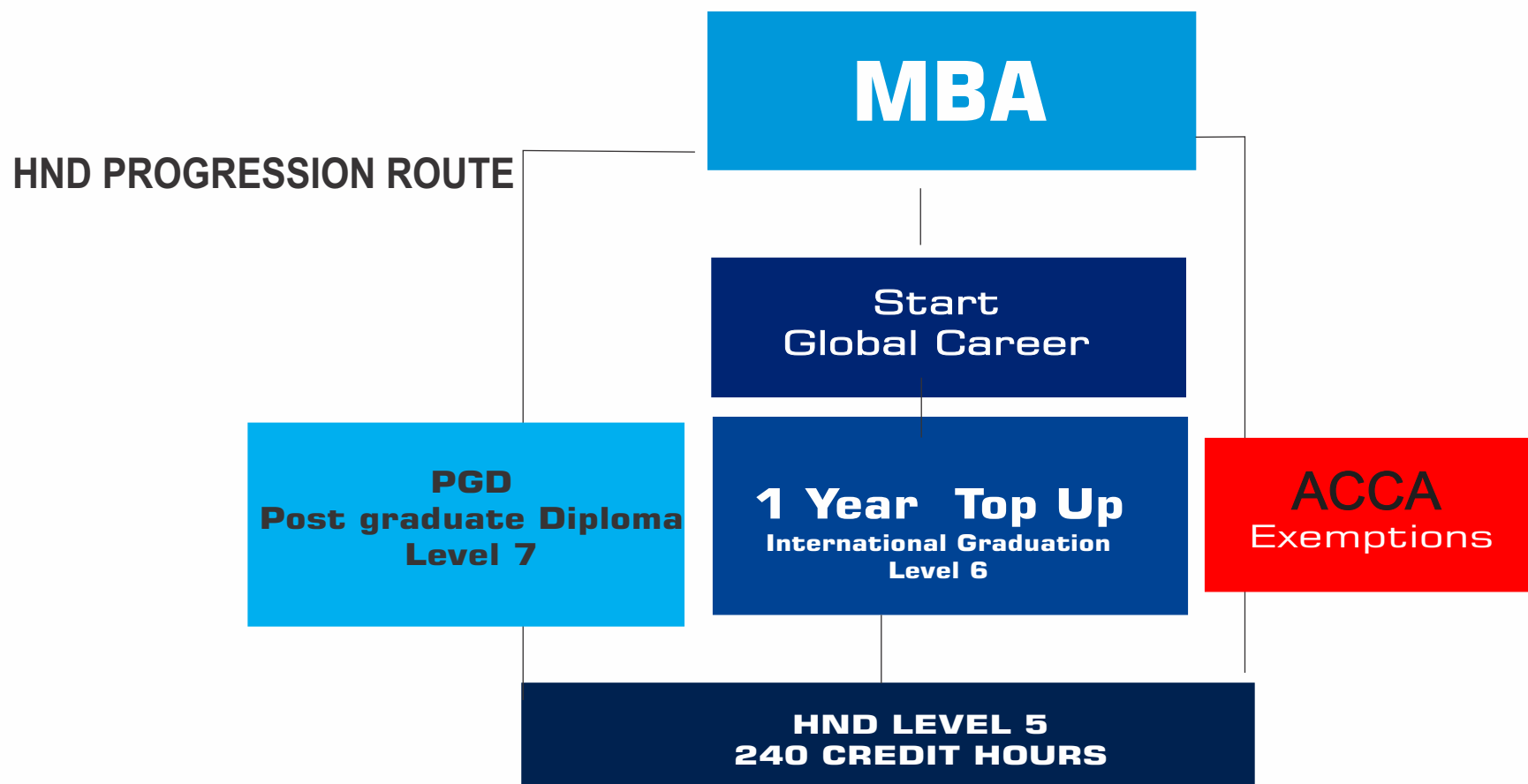
Alternatively they can join the Pearson Post Graduate Diploma (PGD) of level 7 or request for exemptions and join ACCA or another relevant professional body that offers further qualifications. The Higher National Diploma (HND) is a qualification of Pearson. However, for further higher studies i.e Top-up, BSc, BA are offered by some other universities/institutions and HND students after completing HND studies will have to apply to one of the universities and follow their instructions for entrance requirements, regulations, admission and fees. UCI may assist in placement for higher studies, however and is not responsible for fees or registration

INTERNATIONAL RECOGNITION:

The HND qualification is recognized towards 2 full years of study at universities around the world.

LOCAL RECOGNITION:

Recognized by HEC as it is equivalent to a local Associate Degree (14 years of education).





LIBRARY

UCI has a library that has more than 4000 books for our students. The Students pay a library security fee and they can borrow and retain the books of the library. The library is open for borrowing books from 9:00 AM to 5:00 PM. Some of the books are in soft format and if requested by students one copy would be printed out for the students when teaching for the unit. The soft copy will be given to the students together with the assignment brief. Students can borrow the books after becoming members of the library and paying the library security fee. Students that have not paid the security fee can consult the library copy.

The library has one computer available to students to browse the net.

COMPUTING AND INFORMATION TECHNOLOGY RESOURCES

Students at UCI have access to the campus WI-FI and can work on their assignments in the study area and library. Students can access HN Global link for support to complete their assignments.

UCI has a computer lab that can be used by students if requested through the programme coordinator.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of credit) that considers whether students can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess, and so do not need to go through a course of learning.

RPL enables recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit. The information for claiming RPL must be provided by the candidate and it has to be valid and reliable evidence.



Assessment

Assessment has two objectives:

- To provide students with regular feedback about how work is progressing.
- To measure and record students achievement of units towards the completion of the qualification.

Students should regard all assessment marks as provisional until the assessment board and external verifier have agreed to results.

Assignment Brief

Students' assessment is carried out through various types of assignments. Assignment briefs are issued at the start of study (semester). They are a reference point for assessment throughout the study of the unit and therefore should always be at hand; especially when writing your assignments. Each assignment brief will have the following

- Assignment title
- Date issued
- Handing date
- Qualification covered
- Learning aims covered
- Units covered
- The scenario
- Evidence student must produce for the task
- Marking Criteria covered by the task
- Sources of information

Submitted Work

Students should check the brief to ensure that they have completed their necessary activities. Students should always keep an electronic copy of each completed assignment for their reference. All assignments are graded and returned to be placed in the student file which must remain in the College. All work reported within the assignments must be the student's own work. It should not be copied from another student, nor cut and pasted from articles on the internet. This is regarded as malpractice. More details on what constitute malpractice are given in the next section of the handbook. All submitted work must be accompanied with the assignment submission form and the declaration signed. A printed version of the assignment for evaluation has to be submitted by the due date.